

Notification of Service Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to formally notify you that your service with [Company Name] will be canceled effective [Cancellation Date]. This decision has been made due to [reason for cancellation, if applicable].

We appreciate your support and the time you have spent with us. If you have any final questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]