

Letter of Discontinuation of Coaching Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to discontinue the coaching support services that I have been receiving, effective [Insert End Date].

This decision comes after careful consideration of my current commitments and personal goals. I have greatly appreciated the insights and guidance that you have provided during our coaching sessions.

I want to extend my heartfelt thanks for your support, and I hope to stay in touch in the future.

Best regards,

[Your Name]