

# Service Cessation Update

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Update on Service Cessation

Dear [Stakeholder Name],

We are writing to inform you about the cessation of our [specific service] effective [cease date]. This decision has been made after careful consideration and is part of our ongoing efforts to optimize our operations and focus on our core offerings.

We understand that this change may cause inconvenience, and we are committed to supporting you during this transition. Our team is available to assist you with any questions or concerns you may have regarding this service cessation.

We appreciate your understanding and support during this time. Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]