

Service Discontinuation Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. We are reaching out to inform you that, effective [Insert Effective Date], we will be discontinuing our [Specify Service/Product] service. This decision was made after careful consideration and reflects our commitment to providing our partners with the best possible solutions.

We understand that this may come as a surprise, and we want to assure you that we are committed to supporting you during this transition. Please feel free to reach out to us if you have any questions or if there are any outstanding matters you would like us to address prior to the discontinuation.

We sincerely appreciate your partnership and the trust you have placed in us over the years. We hope to explore new opportunities for collaboration in the future.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]