

# Service Termination Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that, due to [reason for termination], your service with [Company Name] will be terminated effective [termination date].

We appreciate your understanding regarding this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]