

Service Termination Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your service with us will be terminated effective [Termination Date]. This decision has not been made lightly, and we appreciate your understanding in this matter.

The following services will be affected:

- [Service 1]
- [Service 2]
- [Service 3]

If you have any outstanding balances, we kindly ask that you settle them by [Final Payment Date]. Should you have any questions or require further clarification, please do not hesitate to contact our customer service team at [Contact Information].

We sincerely thank you for your patronage and wish you all the best for your future endeavors.

Sincerely,

[Your Company Name]

[Your Company Contact Information]