

Notice of Service Discontinuation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be discontinuing our [Service Name] service.

This decision was not made lightly and comes as part of our commitment to streamline our offerings and focus on providing the best possible service in our remaining areas. We understand that this may come as a disappointment, and we greatly appreciate your understanding and support during this transition.

For any inquiries or assistance, please feel free to contact our customer service team at [Customer Service Contact Information]. We are here to help you through the remaining process.

Thank you for being a valued customer.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]