

# Service Cancellation Announcement

Dear [Customer's Name],

We regret to inform you that effective [Cancellation Date], we will be discontinuing our [Service Name]. This decision was not made lightly, and we want to extend our sincerest thanks for your support and loyalty.

We understand that this may cause inconvenience, and we are here to assist you during this transition. If you have any questions or need assistance, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]