

Prior Notice of Service Discontinuation

This **prior notice form** sample is designed for informing clients about the upcoming discontinuation of services. It ensures clear communication and compliance with legal requirements. Use this template to notify customers in advance, minimizing misunderstandings and facilitating a smooth transition.

Date of Notice:

MM/DD/YYYY

To (Client Name):

Enter client name

Client Address:

Enter address

Service(s) to be Discontinued:

List service(s)

Effective Date of Discontinuation:

MM/DD/YYYY

Reason for Discontinuation (optional):

State reason, if applicable

Dear **[Client Name]**,

This notice is to inform you that the following service(s): **[List Service(s)]** will be discontinued effective **[Effective Date]**.

Please review this notice and let us know if you have any questions or concerns. We appreciate your understanding and cooperation during this transition period.

If you require assistance in the transition or have any further questions, please contact us at **[Contact Information]**.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]