

# Sample Notice of Service Discontinuation

This **sample notice form** provides a clear and professional template for informing customers about the discontinuation of a service. It ensures transparency and maintains customer trust by outlining key details such as the discontinuation date and alternative options. Using this form helps streamline communication and manage customer expectations effectively.

**Date:**

**To (Customer Name):**

**Subject: Discontinuation of [Service Name]**

Enter the service name

**Dear [Customer Name],**

We regret to inform you that, effective [Discontinuation Date], we will be discontinuing our [Service Name]. This decision was made after careful consideration and is part of our ongoing commitment to improving our services. We understand this may cause inconvenience and sincerely apologize. If there are any alternative solutions or services that may suit your needs, we will be happy to assist you in transitioning.

For any questions or further assistance, please contact our customer support.



Sincerely,

[Your Company Name]  
[Contact Information]