Simple Quick Termination Email

Subject: Service Termination Notification

Hello [Client Name],

Effective [Termination Date], we will no longer provide services to your organization. Please make sure all pending matters are completed before this date.

Thank you for your cooperation.

Best,

[Your Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/client-termination-letter