[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Termination of AJAX Application
I hope this message finds you well. I am writing to formally notify you of the termination of the AJAX application, effective [Termination Date]. This decision has not been made lightly and is based on [briefly explain reason for termination, e.g., project completion, changes in strategy, etc.].
Please ensure that all necessary procedures for the discontinuation of the AJAX application are followed, including [mention any relevant details: data handling, outstanding payments, etc.].
I appreciate the cooperation and support provided during the application's duration. Should you have any questions or need further discussion, please feel free to reach out to me.
Thank you for your understanding.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]