

Announcement of Program Withdrawal

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that, after careful consideration, we have made the difficult decision to withdraw the [Program Name] effective [Withdrawal Date]. This decision was not made lightly, and we appreciate your understanding in this matter.

The [Program Name] was designed to [briefly explain the purpose of the program], and we are proud of the achievements it has garnered during its operation. However, due to [reasons for withdrawal], we believe this is the best course of action.

We sincerely thank you for your support and participation in the program. If you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]