

# Discontinuation Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that effective [Insert Effective Date], we will be discontinuing [Insert Product/Service Name]. This decision was not made lightly and results from [insert brief reason for discontinuation, if applicable].

We want to express our gratitude for your support and understanding during this transition. If you have any questions or need further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]