

Notice of Business Segment Discontinuation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you that, after careful consideration, [Your Company Name] has decided to discontinue the [Name of Business Segment] effective [Discontinuation Date]. This decision was not made lightly, and it comes as part of our strategic realignment to focus on our core business areas that better serve our clients and stakeholders.

We appreciate the support and partnership you have provided during our operations in this segment. We are committed to ensuring a smooth transition and will work closely with you to address any outstanding matters related to this discontinuation.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]