

Supplier Notification

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Notification of Product Lifecycle Changes

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you about important changes regarding the product lifecycle of [Product Name]. As part of our commitment to continuous improvement and innovation, we will be implementing the following changes:

- **Phase Out Date:** [Insert Date]
- **Replacement Product:** [Insert Product Name]
- **Transition Period:** [Insert Transition Period Details]

We highly value our partnership and want to ensure a smooth transition. Please review the information provided and feel free to reach out if you have any questions or concerns regarding these changes.

Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]