

Product Range Cessation Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important change regarding our product offerings.

After careful consideration, we have decided to cease the production of the following products:

- [Product Name 1]
- [Product Name 2]
- [Product Name 3]

This decision was not made lightly and is part of our strategy to focus on our core product lines that better serve our customers' needs.

The final order date for these products will be [Insert Date]. After this date, we will no longer accept orders or fulfill requests for these items.

We appreciate your understanding and support during this transition. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]