

Important Notification: End-of-Support for [Product/Service Name]

Dear [Recipient's Name],

We are writing to inform you that as of [End Date], [Product/Service Name] will reach its end-of-support lifecycle. This means that we will no longer provide technical assistance, updates, or security patches for this product.

We encourage you to transition to [Recommended Product/Service], which offers enhanced features and continued support. For your convenience, please find resources and support information below:

- [\[New Product/Service\]](#)
- Migration Guide: [\[Link to Migration Guide\]](#)
- Support Contact: [\[Support Contact Information\]](#)

We appreciate your understanding, and thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]