

# Important Notice: Phase-Out of IT Services

Dear [Recipient's Name],

We are writing to inform you that, effective [Date], the following IT services will be phased out: [List of Services]. This decision was made after careful consideration and is part of our ongoing efforts to improve our service offerings.

We want to ensure a smooth transition for all impacted users. To facilitate this process, we recommend the following steps:

- Review the list of alternative services: [List Alternatives]
- Attend our upcoming informational webinar on [Date and Time]
- Contact our support team at [Support Email/Phone Number] for any concerns or questions

We appreciate your understanding and cooperation during this transition. Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]