

# Notification of Software Platform Retirement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the [Software Name] platform will be officially retired on [Retirement Date]. This decision has been made as part of our ongoing efforts to enhance our services and focus on our latest solutions.

After thorough consideration, we believe that transitioning away from [Software Name] will provide an opportunity for users to benefit from more advanced technology.

Please note the following details regarding the retirement:

- Final support for [Software Name] will cease on [Support End Date].
- All data must be migrated by [Data Migration Deadline].
- We will provide assistance and resources to help facilitate the transition to [New Software/Platform].

We appreciate your understanding and cooperation during this transition. If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]