

Important Notification: Software Service Discontinuation

Dear [Recipient's Name],

We are writing to inform you that our software service, [Software Name], will be discontinued effective [Discontinuation Date]. We appreciate your support throughout the years and want to ensure a smooth transition for you.

Transition Details

- **Last Date of Use:** [Last Date]
- **Data Migration:** Please ensure that you back up all your data by [Backup Deadline]. We will provide guidelines on how to export your data, if necessary.
- **Alternative Solutions:** We recommend considering the following alternatives: [List of Alternatives].
- **Support:** Our support team will be available until [Support End Date]. Please contact us at [Support Contact Information] for any inquiries.

We sincerely thank you for your partnership and understanding during this transition. If you have any questions or need assistance, please don't hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]