

# Reseller Account Discontinuation Confirmation

Date: [Insert Date]

To: [Reseller Name]

Address: [Reseller Address]

Dear [Reseller Name],

We are writing to inform you that your reseller account with [Company Name] has been officially discontinued as of [Discontinuation Date]. This decision was made based on [brief reason for discontinuation, if appropriate].

We appreciate the business relationship we have had and thank you for your contributions to our company during your time as a reseller.

Please ensure that you have taken any necessary steps to close your outstanding orders and manage any related activities by [Final Date for Closing Activities].

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]