

Dear Valued Retail Partner,

We hope this message finds you well. We are reaching out to inform you about an important update regarding our products.

After careful consideration, we have decided to phase out the following products:

- Product A - SKU #12345
- Product B - SKU #67890
- Product C - SKU #54321

The last order date for these items will be **December 15, 2023**. We encourage you to place any final orders before this date to ensure that you have sufficient stock available.

We appreciate your understanding and support as we streamline our product offerings to better serve our customers. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for being a valued partner.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]