

# Phase-Out Product Confirmation

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Name],

We are writing to inform you of the upcoming phase-out of the following product:

**Product Name:** [Product Name]

**SKU:** [SKU Number]

**Effective Date of Phase-Out:** [Effective Date]

As part of our commitment to continuous improvement, we have decided to discontinue this product. This decision is based on [a brief reason for the phase-out, e.g., market demand, product lifecycle].

We appreciate your support and understanding during this transition. Please ensure that all tracing and orders for this product are concluded by the effective phase-out date. If you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]