

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you that after careful consideration, we have decided to phase out the following product:

Product Name: [Product Name]

This decision will take effect on [Effective Date]. We encourage you to place any last orders for this product by [Last Order Date]. After this date, the product will no longer be available for purchase.

We understand that this may cause some inconvenience, and we are here to support you during this transition. If you have questions or need assistance in finding a suitable alternative, please do not hesitate to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

We appreciate your understanding and thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]