

Dear [Stakeholder's Name],

We hope this message finds you well. We would like to remind you that the following product(s) will be phased out on [Phase-Out Date]:

- [Product Name 1]
- [Product Name 2]
- [Product Name 3]

We appreciate your partnership and encourage you to explore alternative products that will continue to meet your needs. Our team is available to discuss transition options and answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]