

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Service Phase-Out Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, [Your Company Name] has decided to phase out the [specific service] effective [phase-out date]. This decision was not made lightly, and we understand the impact it may have on your operations.

We want to ensure a smooth transition for your business. Therefore, we will continue to provide support until [final support date]. During this period, we encourage you to explore alternative solutions.

We are committed to assisting you throughout this transition. Should you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your understanding and for the trust you have placed in us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]