

Important Notice: Product Discontinuation

Dear Valued Stakeholder,

We hope this message finds you well. We are writing to inform you of a recent decision regarding our product line.

Effective [Effective Date], we will be discontinuing [Product Name]. This decision has been made after careful consideration and analysis of market trends and consumer demand.

We understand the impact that this may have on your operations and would like to assure you that we are committed to making this transition as smooth as possible. We recommend that you place any final orders by [Final Order Date] to ensure you have sufficient stock to meet your needs.

We appreciate your support and understanding during this time. Should you have any questions or require further information, please do not hesitate to reach out to your account manager or contact our customer service team at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]