

# Letter of Regret

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you of a recent decision that affects our collection services. It is with deep regret that we announce the phase-out of certain collections.

We understand that this change may cause inconvenience, and we sincerely apologize for any disruptions that may arise. Please know that this decision was not made lightly, and we are committed to providing you with the best possible alternatives during this transition.

We appreciate your understanding and support as we navigate this change. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]