

Dear [Supplier's Name],

I hope this message finds you well. It is with a heavy heart that I write to express my profound sadness regarding the discontinuation of the [specific supplies]. Over the years, your products have not only met our expectations but have continually inspired us with their quality and innovation.

The absence of your supplies will undoubtedly leave a void in our operations. We have built a strong relationship with your brand, and it has been a pleasure working with you. Your commitment to excellence has made a significant impact on our success.

Please know that you will be missed both professionally and personally. We wish you all the best in your future endeavors and hope that our paths may cross again someday.

With warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]