End-of-Support Advisory

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that [Product/Program Name] will reach its end-of-support date on [End-of-Support Date]. After this date, we will no longer provide updates, technical assistance, or security patches for the product.

We encourage you to plan your transition to an alternative solution as soon as possible to ensure continued support and functionality. Our team is available to discuss your options and help facilitate a smooth transition.

Thank you for your understanding and support over the years. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]