

Notice of Discontinuation of Product Order

Date: [Insert Date]

Dear [Customer Name],

We regret to inform you that we will no longer be able to fulfill your order for the product [Product Name] due to [reason for discontinuation]. This decision was not made lightly, and we appreciate your understanding in this matter.

If you have already made a payment, a full refund will be processed within [number of days] business days. Should you have any questions or require assistance, please do not hesitate to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]