

Formal Announcement of Product Retirement

Date: [Insert Date]

Dear [Recipient's Name/Valued Customers],

We hope this message finds you well. We are writing to formally announce the retirement of our [Product Name], effective [Retirement Date]. After careful consideration, we have decided to discontinue this product as part of our commitment to innovation and improvement.

We want to extend our heartfelt gratitude to you for your support of [Product Name] over the years. It has been a valued part of our product portfolio, and we are proud of the role it has played in helping our customers achieve their goals.

For those currently using [Product Name], we assure you that we will continue to provide support and services until the retirement date. Additionally, we encourage you to explore our new range of products designed to provide even greater functionality and benefits.

If you have any questions or need assistance, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for your understanding and for being a part of our community.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]