

# Product Discontinuation Advisory

Dear Valued Stakeholders,

We hope this message finds you well. We are writing to inform you that, after careful consideration, we have decided to discontinue the production of [Product Name], effective [Discontinuation Date].

This decision was not made lightly and stems from [brief reason for discontinuation, e.g., changing market demands, reduced sales, etc.]. We understand that this product has been crucial to your operations, and we are committed to making this transition as smooth as possible.

We encourage you to make any necessary arrangements to secure your needs with our alternate offerings, such as [List any alternative products or solutions]. Our team is available to assist with this transition and to address any concerns you may have.

We appreciate your understanding and continued support. If you have any questions, please do not hesitate to reach out to us at [Contact Information].

Thank you for being an important part of our community.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]