

Official Product Phase-Out Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to officially inform you that [Product Name], which has been a valued part of our offerings, will be phased out effective [Effective Date]. This decision has not been made lightly, and we appreciate your understanding as we transition.

The reasons for this phase-out include [Briefly explain reasons - e.g., changing market dynamics, low demand, etc.]. We are committed to ensuring a smooth transition for our customers during this period.

We encourage you to consider [Alternative Products or Solutions] that may meet your needs going forward. Our team is available to assist you in identifying suitable replacements and answering any questions you may have.

Thank you for your understanding and continued support. We value your business and are here to help during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]