

Notice of Product Availability Cessation

Date: [Insert Date]

To: [Customer's Name]

From: [Your Company's Name]

Subject: Cessation of Product Availability - [Product Name]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be ceasing the availability of [Product Name]. This decision was made after careful consideration and is part of our ongoing efforts to streamline our product offerings.

We understand that this may come as disappointing news, and we want to assure you that we are committed to providing you with the best possible alternatives. We recommend considering [Alternative Product(s)] as a substitute, which may suit your needs.

If you have any further questions or need assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or via email at [Customer Service Email].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Contact Information]