

# Product Discontinuation Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We regret to inform you that we will be discontinuing the following product:

**Product Name: [Insert Product Name]**

This decision has not been made lightly, and is due to [brief reason for discontinuation, e.g., "changes in market demand," "supply chain issues," etc.].

We appreciate your support and loyalty, and we encourage you to explore our other products that might meet your needs. You can find more information on our website or contact our customer service team for assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]