

# Termination of Product Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that [Product Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is part of our ongoing efforts to streamline our product offerings.

We appreciate your support and understanding during this transition. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[Company Phone Number]

[Company Email]