

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Business Venture Closure Notification

We regret to inform you that [Your Company Name] will be closing its business operations effective [Closure Date]. This decision was not made lightly and comes after careful consideration of various factors including [briefly describe reasons if appropriate, e.g., market conditions, financial considerations, etc.].

We would like to express our sincere gratitude to you for your support and partnership during our time in business. It has been a pleasure working with you, and we value the relationship we have built.

Please note that any pending transactions or matters will be addressed by [specify person or department] by [specific date]. We are committed to ensuring a smooth closure process and will do our best to fulfill any obligations.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]