

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Voluntary Business Closure

I hope this letter finds you well. I am writing to formally notify you of the decision to voluntarily close [Your Business Name] effective [Closure Date].

After careful consideration and assessment of our current circumstances, we have determined that this decision is in the best interest of our business and stakeholders.

We would like to express our sincere gratitude for your support and collaboration during our time in operation. We are committed to ensuring a smooth transition for our customers, employees, and partners.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you once again for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]