

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

Dear [Community/Valued Customers],

We hope this message finds you well. It is with a heavy heart that we announce the closure of [Your Business Name], effective [Closure Date]. We have made this difficult decision after careful consideration, and it comes as a result of [brief explanation - e.g., economic challenges, personal reasons, etc.]. We want to express our deepest gratitude for the support, loyalty, and friendships we have built with you over the years. Our last day of operation will be [Last Operating Day], and we invite you to visit us one last time to celebrate the memories we've created together. We will be [mention any final offers, discounts, or events occurring before closure].

Thank you once again for being a part of our journey. We will cherish the time we've spent with our community and wish you all the best in the future.

Warmest regards,

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