

[Your Company Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Business Closure and Final Settlement

I hope this message finds you well. I am writing to formally inform you that [Company Name] will be ceasing operations as of [Closure Date]. This decision comes after careful consideration of our business operations and market conditions.

We appreciate the support and collaboration we've enjoyed with you during our partnership. Please be assured that we are committed to ensuring a smooth transition as we wind down our activities.

To that end, we would like to address the final settlement of any outstanding matters, including but not limited to:

- Final invoices
- Payments due
- Return of assets or materials

We kindly request that you provide us with any outstanding invoices by [Due Date] to facilitate the settlement process. Our aim is to resolve all financial matters promptly and amicably.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this transition. We wish you and your organization continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Company Name]