

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Business Dissolution and Closure

I hope this letter finds you well. I am writing to formally inform you that [Your Business Name] has made the difficult decision to dissolve and close the business effective [Closure Date].

This decision was not made lightly and comes after careful consideration of our current circumstances. We have appreciated the support and collaboration we have shared over the years.

Please be advised that all outstanding obligations and financial matters will be addressed prior to the closure. We encourage anyone with questions or outstanding accounts to reach out to us at your earliest convenience for clarification and assistance.

We are grateful for the relationships we have built during our time in business and will always cherish the memories and successes we shared.

Thank you for your understanding during this transition.

Best regards,

[Your Name]

[Your Position]

[Your Business Name]