

[Your Company Letterhead]

[Date]

[Stakeholder's Name]

[Stakeholder's Title]

[Stakeholder's Company]

[Stakeholder's Address]

[City, State, Zip Code]

Dear [Stakeholder's Name],

I hope this message finds you well.

I am writing to formally inform you that [Your Company Name] has made the difficult decision to close the business effective [Closing Date]. This decision was not made lightly, and we are grateful for the support and partnership we have shared over the years.

As we move through this transition, we are committed to ensuring a smooth and respectful closure. We will finalize all outstanding accounts and distribute any remaining assets according to our agreements.

We deeply value the trust and collaboration we have had, and we will genuinely miss our interactions with you and your team. Should you have any questions or require further information about this process, please do not hesitate to reach out.

Thank you once again for your support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]