

[Your Name]  
[Your Position]  
[Your 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],

I hope this letter finds you well. I am writing to formally inform you that [Your Company Name] will be closing its business operations effective [Closure Date]. This decision comes after a thorough review of our financial situation, which has regrettably led to our bankruptcy filing on [Bankruptcy Filing Date].

We sincerely appreciate the support and partnership we have shared over the years, and it is with a heavy heart that we take this step. All outstanding matters, including pending orders, invoices, and agreements, are being addressed as part of the closure process.

We kindly ask that you direct any inquiries regarding outstanding financial matters to our legal counsel at [Legal Counsel's Contact Information].

Thank you once again for your understanding and support during this challenging time. We wish you and your organization all the best for the future.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]