

[Your Name]
[Your Title]
[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 message finds you well.

I am writing to formally announce the closure of [Your Company Name], effective [Closure Date]. This decision has not been made lightly, but due to ongoing financial difficulties, we are no longer able to sustain our operations.

We are committed to ensuring a smooth transition for our clients, employees, and partners during this process. We will be fulfilling our outstanding commitments to [clients/suppliers] to the best of our ability until the closure date.

We genuinely appreciate the support and collaboration we have received from all of you throughout our time in business. It has been a pleasure working together, and we are grateful for the relationships we have built.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]