

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Business Closure Due to Merger

I hope this letter finds you well. We are writing to formally announce that [Your Company Name] will cease operations effective [Closure Date] due to our recent merger with [Merging Company Name].

This decision comes after careful consideration and strategic planning, with the goal of enhancing our services and expanding our market reach. As a result of this merger, we believe that the transition will better serve our clients and stakeholders by consolidating resources and expertise.

We want to take this opportunity to express our heartfelt gratitude for your support and partnership over the years. We cherish the relationships we've built and appreciate your trust in our services.

During the transition period, we will ensure that all outstanding obligations are settled, and we encourage you to reach out to [Designated Contact Person's Name] at [Contact Information] for any questions you might have regarding the process.

Thank you for your understanding, and we look forward to the potential opportunities that may arise from this merger.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]