

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Recipient's Business Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient Name],
I hope this message finds you well.

I am writing to formally notify you that I have decided to close my online business, [Your Business Name], effective [Closure Date]. This decision was not made lightly, and I am grateful for the support and loyalty of my customers during our time in operation.

I will ensure that all outstanding orders are fulfilled and will communicate any necessary information to my customers regarding the transition. Please note that all activities, including the website and social media accounts, will be gradually phased out following the closure date.

I want to take this opportunity to thank you for being a vital part of my business journey. If you have any questions or need further information, feel free to reach out to me.

Thank you once again for your support.

Sincerely,

[Your Name]
[Your Business Name]