

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of an important decision regarding [Your Business Name]. After careful consideration, I have decided to close the business effective [Closure Date].

This decision was not made lightly, and it comes after [brief explanation of reasons for closure]. I am immensely grateful for the support and loyalty of our customers, partners, and employees during our time in operation.

Please be assured that all outstanding commitments and accounts will be settled promptly, and we are taking the necessary steps to ensure a smooth transition for everyone involved. If you have any questions or need further information, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your support. It has been a pleasure serving you, and I wish you all the best in the future.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]