

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company 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 Startup Business Name], effective [Closure Date].

After careful consideration and evaluation of our business operations, it has become clear that we are unable to continue in a sustainable manner. Despite our best efforts, we have faced challenges that have led to this difficult decision.

I would like to express my sincere gratitude to you for your support and partnership during our journey. It has been a privilege to collaborate with you and to serve our community.

We will ensure that all outstanding obligations and responsibilities are addressed prior to our closure. 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 understanding and support.

Sincerely,

[Your Name]
[Your Title]
[Your Startup Business Name]