

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well.

We want to inform you that, after careful consideration, [Your Company Name] will be closing its operations effective [Closure Date]. This decision was not made lightly, and we are committed to ensuring a smooth transition for all our valued clients.

We encourage you to reach out to us before the closing date to discuss any outstanding matters or to clarify any questions you may have regarding your accounts. Our team will be available until [Last Day of Business] to assist you.

Thank you for your support and trust over the years. We sincerely appreciate your partnership and wish you continued success in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]