

[Your Company Letterhead]

[Date]

[Investor's Name]

[Investor's Address]

[City, State, Zip Code]

Dear [Investor's Name],

I hope this message finds you well.

I am writing to inform you of a significant decision regarding [Your Company Name]. After careful consideration and evaluation of our current business situation, we have made the difficult decision to close the business effective [Closure Date].

This decision was not made lightly, but due to [brief explanation of reasons, e.g., financial challenges, market conditions], we believe it is in the best interest of all stakeholders involved.

We are committed to ensuring that this process is as smooth as possible. We will be working diligently to settle any outstanding obligations and liabilities. Detailed information regarding the closure process and any impact on your investment will be communicated to you in the coming weeks.

We want to express our heartfelt gratitude for your support and trust in [Your Company Name]. Your partnership has been invaluable to us, and we are deeply appreciative of the relationship we have built.

If you have any questions or need further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]