

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Company]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well.

I am writing to formally notify you that [Your Company Name] will be closing its business operations effective [Closure Date]. This decision was not made lightly, and we have greatly valued the partnership we have built with you and your team over the years.

We are committed to ensuring a smooth transition during this process. We will be reaching out to discuss any outstanding matters, including pending orders and any other obligations we may have.

We appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or require further information.

Thank you for your collaboration and trust throughout our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]