

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well.

We are writing to inform you that, after careful consideration, [Your Company Name] has made the difficult decision to close our business effective [Closure Date]. This decision comes as a result of [brief reason for closure, if appropriate, such as market challenges, financial difficulties, etc.].

We want to take this opportunity to express our sincere gratitude for your support and partnership over the years. It has been a pleasure working together, and we have appreciated the quality of your products/services and your consistent professionalism.

Please ensure that any pending orders, invoices, or outstanding balances are settled by [final settlement date]. If you have any questions or require further information, do not hesitate to contact us at [email address] or [phone number].

Thank you once again for being a valued partner. We wish you continued success in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]