

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that [Your Company Name] will be ceasing operations effective [Closure Date]. This decision was made after careful consideration and reflects our current business climate.

We value the relationships we have built over the years and appreciate your support. Please note that all outstanding obligations will be addressed prior to the closure date.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]