

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Subsidiary Name]

[Subsidiary Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Closure of [Subsidiary Name]

I hope this letter finds you well.

I am writing to officially inform you of the decision to close [Subsidiary Name], effective [closure date]. After careful consideration, we have determined that this action is necessary due to [brief reason for closure, e.g., market conditions, strategic realignment, etc.].

We are committed to ensuring a smooth transition during this process. We will be handling all outstanding obligations and will provide support to our employees during this transition period.

Please let us know if you have any questions or require further information as we move forward with this closure.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]