

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce the decision to close [Your Company Name], effective [Closing Date]. This decision was not made lightly and results from [brief reason for closing, e.g., market conditions, financial challenges, etc.].

We are committed to ensuring a smooth transition and will be finalizing all outstanding agreements and obligations. Please be assured that we will be reaching out to discuss how to conclude our business dealings effectively.

I would like to take this opportunity to express my gratitude for the support and collaboration we have received throughout our partnership. It has been a pleasure working with you, and I appreciate your understanding during this transition.

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

Thank you once again for your support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]