

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally announce the closure of [Your Construction Business Name], effective [Closure Date]. This decision comes after careful consideration and is due to [brief reason for closure, e.g., "changing market conditions" or "personal circumstances"].

We are committed to ensuring a smooth transition for our clients and partners. We will be finalizing all outstanding projects and addressing any remaining obligations before the closure date. For any inquiries or outstanding issues, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

I want to express my heartfelt gratitude for the support and trust you have placed in [Your Business Name] over the years. It has been a pleasure working with you.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Construction Business Name]