

[Your Name]
[Your Position]
[Cooperative Business Name]
[Cooperative Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization/Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally notify you that [Cooperative Business Name] has decided to close its operations, effective [Closing Date]. This decision was reached after careful consideration of various factors affecting our business.

We appreciate the support and collaboration we have received from our members, partners, and community throughout our time in operation. We are committed to ensuring a smooth transition and will be addressing any outstanding matters, including the distribution of remaining assets and settling of debts.

We invite you to reach out to us with any questions or concerns during this process. We will do our best to assist and provide information as necessary.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Cooperative Business Name]