

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Corporation Closure

I hope this letter finds you well. I am writing to formally notify you that [Corporation Name] will be ceasing operations and closing the corporation effective [Closure Date].

This decision has been made after careful consideration and analysis of our current circumstances. We believe this is the best course of action for all involved.

We will ensure that all outstanding obligations and debts are addressed prior to the closure. We appreciate your support and understanding during this transition period.

Should you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your partnership and collaboration over the years.

Sincerely,

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