

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

After careful consideration and heartfelt discussion, we have made the difficult decision to close [Business Name], effective [closing date].

This family-owned business has been a vital part of our lives for [number] years, and it is with a heavy heart that we share this news with you.

The decision to close was not made lightly. Despite our best efforts, we have faced [briefly mention reasons, e.g., economic challenges, industry changes, etc.]. We are grateful for the support and loyalty of our customers and community throughout the years.

We want to assure you that we will be taking steps to ensure a smooth closing process. This includes [mention any plans for final sales, liquidation, etc.]. We encourage you to visit us one last time before our closing date to share memories and find any last items of interest.

Please feel free to reach out to us with any questions or concerns. We are sincerely thankful for the relationships we've built and the experiences we've shared during our time in business.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Business Name]