

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Closure of International Business Operations

I hope this letter finds you well.

After careful consideration, we have made the difficult decision to close our international business operations effective [Closure Date]. This decision was not made lightly, and we want to express our sincere gratitude for the partnership and support we have shared over the years. We are committed to ensuring a smooth transition during this process. Our team is currently working to fulfill any outstanding obligations and to address any pending matters. Please be assured that we will do everything possible to minimize any inconvenience.

If you have any questions or require further assistance, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your understanding and cooperation. We hope to stay connected in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]