

[Your Name]  
[Your Title]  
[Non-Profit Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally announce the closure of [Non-Profit Organization Name], effective [Closure Date]. After careful consideration and numerous discussions among our board members, we have determined that it is in the best interest of our mission and stakeholders to dissolve the organization.

We want to express our heartfelt gratitude to all our supporters, volunteers, and partners who have contributed to our cause over the years. Your support has made a significant impact, and we are truly thankful for each of you.

In the coming weeks, we will be undertaking the necessary steps to ensure a smooth transition. [Include details about the disposition of assets, final projects, or any important information regarding the closure process.]

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

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]  
[Your Title]  
[Non-Profit Organization Name]