

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally announce the closure of my online business, [Your Business Name], effective [Closing Date]. This decision was not made lightly, and I want to thank all of my valued customers for their support over the years.

All orders placed before the closure will be processed and shipped as per our usual standards. I encourage any customers with outstanding orders or concerns to reach out by [Contact Information] before the closure date. Please let me know if there are any final transactions or matters that need addressing.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]

[Your Business Name]