

[Your Name]
[Your Position]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that, after careful consideration, we have made the difficult decision to close [Business Name], effective [closing date]. This decision has not been made lightly, and it comes after evaluating our current business circumstances and market conditions.

We would like to express our deepest gratitude to you and the community for your support throughout the years. It has been a pleasure serving you and being part of this vibrant community.

Please note that all outstanding transactions will be settled prior to the closing date. We are committed to ensuring a smooth process for our customers and partners during this transition.

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

Thank you once again for your support and understanding.

Warm regards,

[Your Name]
[Your Position]
[Business Name]