

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally announce the closing of [Your Business Name] as of [Closing Date].

This decision was not made lightly, and I want to express my gratitude for the support and loyalty of our clients over the years. It has been a pleasure serving you, and I deeply appreciate the trust you placed in our services.

All services will be discontinued by [Final Service Date], and any outstanding matters will be addressed by [Final Resolution Date]. Please feel free to reach out if you have any questions or require assistance during this transition.

Thank you once again for your understanding and support.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title/Position]

[Your Business Name]