

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce the closing of [Your Business Name], effective [Closing Date]. This decision has not come lightly, and it follows [mention any relevant circumstances, if desired, e.g., economic challenges, personal reasons].

I want to take this opportunity to express my sincerest gratitude to you for your support and loyalty during our time in business. It has been a pleasure serving you, and I truly appreciate the relationships we have built.

In the coming weeks, we will be [provide details if applicable, e.g., holding a closing sale, finalizing orders]. Please feel free to reach out if you have any questions or if there is anything I can assist you with before we close.

Thank you once again for your support. I wish you all the best in the future.

Warm regards,

[Your Name]
[Your Business Name]