

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of the closure of my sole proprietorship, [Business Name], effective [Closure Date]. After careful consideration, I have decided to discontinue my business operations for [brief reason if desired].

I want to express my sincere gratitude for the support and opportunities I've received during my time in business. Please let me know if there are any outstanding matters that need to be addressed as part of this closure.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Business Name]