

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally announce the closure of [Your Company Name], effective [Closure Date]. After careful consideration, we have decided to cease operations due to [brief reason for closure, e.g., financial challenges, market conditions, etc.].

We are committed to ensuring that this transition is as smooth as possible for all our clients and partners. We will be [mention any plans for outstanding projects, handling of current contracts, etc.].

We sincerely appreciate your support and collaboration during our time in business. If you have any questions or require further assistance during this transition, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Company Name]