

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well.

We are writing to inform you that [Your Company Name] will be permanently closing its doors as of [Closure Date]. This decision was not made easily, and it comes after careful consideration of various factors impacting our operations.

We want to express our sincere gratitude for your support and loyalty throughout our years of service. It has been a pleasure to serve you, and we appreciate the relationships we've built during this time.

Please note the following important details regarding our closure:

- Last day of operations: [Last Operating Date]
- Final transactions: [Details about final transactions or promotions, if applicable]
- Contact information for any remaining inquiries: [Email/Phone Number]

Thank you once again for being a valued part of our journey. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]