

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Closure Notice for Business Dissolution

Dear [Recipient Name],

We regret to inform you that effective [dissolution date], [Your Business Name] will be ceasing operations and will be formally dissolved. This decision comes after careful consideration and unfortunately, it has become necessary due to [brief reason for dissolution, if desired].

We want to take this opportunity to express our sincere gratitude for your support and partnership throughout the years. Please note that we will be settling all outstanding financial obligations and completing any pending transactions.

For any questions regarding final payments or other matters, please contact us at [contact information].

Thank you once again for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]