

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notice of Business Closure

I hope this letter finds you well.

We regret to inform you that [Your Company Name] has made the difficult decision to cease operations effective [Closure Date]. This decision has not come lightly and results from [briefly state reason, e.g., "unforeseen economic challenges," "market shifts," etc.].

We want to express our heartfelt gratitude for your support and collaboration during our time in business. It has been a privilege to work with you and to be part of this community.

All outstanding obligations will be settled by [date]. We encourage you to reach out with any questions or for clarification.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]