

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

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally announce the closure of [Company Name], effective [closure date]. After careful consideration, this decision has been made due to [brief reason for closure, e.g., financial difficulties, market changes, etc.].

We have valued our partnership with you and appreciate the support we have received throughout our operations. We are committed to ensuring a smooth transition during this period and will be finalizing all outstanding obligations and contracts.

Please do not hesitate to reach out if you require any further information or assistance. Thank you for your understanding.

Sincerely,

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