

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

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

Dear [Recipient Name],

Subject: Notice of Business Operations Closure

I hope this letter finds you well. I am writing to formally notify you that [Your Business Name] will be ceasing operations effective [Last Operating Date]. This decision was not made lightly and comes after careful consideration of our current circumstances.

We want to take this opportunity to express our deepest gratitude for your support over the years. It has been a privilege to serve you and collaborate with you.

Please ensure that any outstanding transactions are settled by [Final Date for Transactions]. If you have any questions or need assistance during this transition, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]