

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

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

Dear [Recipient Name],

I am writing to formally announce the closure of [Your Company Name], effective [Closure Date]. This decision was not made lightly, and it comes after careful consideration of the current business landscape and our company's situation.

We are committed to ensuring a smooth transition and will be working diligently to fulfill any outstanding obligations to our clients and partners. We would like to take this opportunity to express our heartfelt gratitude for your support and collaboration over the years.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your understanding.

Sincerely,

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