

[Your Company's Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Company Closure

I hope this letter finds you well. I am writing to formally notify you that [Company Name], a limited company registered under [Registration Number], will be closing its operations effective [Closure Date].

This decision has been made after careful consideration of various factors, including [briefly mention reasons, e.g., economic conditions, changes in market demand, etc.].

We appreciate the support and partnership we have had with you and your team during our operational period. We are committed to ensuring a smooth transition and fulfilling all our obligations. All outstanding accounts and contracts will be addressed before the closure date.

Please direct any inquiries to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your understanding and support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Company Name]