

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

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

Dear [Recipient Name],

Subject: Business Closure Notice

I hope this letter finds you well. I am writing to formally inform you about the closure of my business, [Business Name], effective [Closure Date].

This decision was not made lightly, and it comes after careful consideration of various factors impacting our operations. I would like to take this opportunity to express my gratitude for the support and partnership we've had over the years.

Please let me know how I can assist during this transition period. Your understanding is greatly appreciated.

Thank you once again for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Business Name]