

[Your Name]  
[Your Title]  
[Your LLC's Name]  
[Your LLC's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Closure of [Your LLC's Name]

I hope this letter finds you well. I am writing to formally inform you that [Your LLC's Name] will be closing its operations effective [closure date].

The decision to close our LLC has not been made lightly, and we appreciate the support you have provided us throughout our business relationship.

Please note that we will settle any outstanding obligations and ensure that all necessary steps are taken to comply with the legal requirements regarding the dissolution of our LLC.

Should you have any questions or require further information, please do not hesitate to reach out to me directly 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 LLC's Name]