

Important Announcement

Dear Valued Customers,

We regret to inform you that as of [Date], [Business Name] will be closing its doors permanently. This decision was not made lightly and comes due to [brief reason for closure, e.g., financial difficulties, unforeseen circumstances].

We are sincerely thankful for your support and loyalty throughout the years. It has been a privilege to serve you.

For any inquiries, please contact us at [Email Address] or [Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Business Name]