

Notification of Business Closure

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that due to [reason for closure], [Business Name] will be closing its doors effective immediately as of [closure date]. This decision was not made lightly and we sincerely apologize for any inconvenience this may cause.

We appreciate your support and understanding during this difficult time. For any inquiries, please contact us at [contact information].

Thank you for being a part of our journey.

Sincerely,

[Your Name]
[Your Position]
[Business Name]
[Business Address]
[Phone Number]
[Email Address]