

Contract Closure Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We would like to formally notify you that the contract between [Your Company Name] and [Recipient Company Name], dated [Contract Date], has been successfully completed and is now officially closed as of [Closure Date].

We appreciate your cooperation and support throughout the duration of this contract. If you have any questions or need further clarification regarding the closure, please do not hesitate to reach out.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]