

Announcement of Business Closure

Dear Valued Clients,

We hope this message finds you well. We are writing to inform you that **[Your Business Name]** will be closing its operations effective **[Closure Date]**.

This decision was not made lightly, and we want to extend our heartfelt gratitude for your support over the years. It has been a pleasure serving you, and we appreciate the trust you have placed in us.

All outstanding orders will be fulfilled, and we encourage you to reach out before the closure date if you have any remaining business with us.

For any inquiries, please contact us at **[Contact Information]**.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]