

Site Closure Documentation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter serves as formal documentation for the closure of the site located at [Insert Site Address]. The decision to close this site has been made due to [brief explanation of the reason for closure].

The effective closure date is [Insert Closure Date]. We will ensure that all employees, vendors, and stakeholders are informed and that all necessary measures are taken to handle the transition smoothly.

Please feel free to contact us at [Insert Contact Information] for any inquiries or further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]