

Business Closure and Contract Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Effective Date], [Your Company's Name] will be ceasing operations and will terminate all existing contracts, including the agreement dated [Contract Date]. This decision was made after thorough consideration of our current business circumstances.

We appreciate the partnership we have shared and recognize the value of our working relationship. Please consider this letter as our official notice as per the terms outlined in our agreement. We will ensure that all outstanding obligations are settled by the time of our closure.

If you have any questions or if there is anything we can assist you with during this transition, please feel free to reach out to us at [Your Contact Information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]