

Business Closure Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of the impending closure of our business relationship as outlined in our contract dated [Insert Contract Date]. According to the terms specified, our agreement will conclude on [Insert End Date].

We would like to take this opportunity to express our gratitude for the collaboration and support you have provided during our time working together. Please ensure that all outstanding matters are resolved before the termination date.

Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]