

Business Closure Contract Termination Notice

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that [Your Company Name] will be terminating our business relationship as of [Termination Date]. This decision has been made due to [reason for closure, e.g., "the recent economic challenges," "strategic restructuring," etc.].

As per the terms outlined in [refer to the specific contract or agreement], we are providing [number of days] days notice prior to termination. Please consider this letter as the official notice required by our agreement.

We will ensure that all pending obligations are honored prior to this effective termination date. Should you have any questions or require further discussion, please do not hesitate to reach out.

We appreciate the relationship we have built and hope to carry forward any positive aspects in the future.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]