

Formal Notice of Business Closure

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that [Your Company Name] will be ceasing operations effective [Closure Date]. This decision has not been made lightly, and we have taken steps to ensure the smooth transition of our business affairs.

As per our contractual obligations, we would like to address any outstanding matters and ensure that all mutual agreements are properly concluded. Please let us know a suitable time for you to discuss these details further.

We sincerely appreciate the partnership we have had and wish to thank you for your understanding during this process. Should you have any questions or need additional information, please do not hesitate to reach out.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]