

# Notice of Store Closure

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that [Store Name] will be officially closing its doors as of [Closure Date]. This decision was not made lightly, and we want to express our gratitude for your support and partnership over the years.

We kindly ask you to process any outstanding orders and invoices by [Final Order Processing Date]. Please ensure that any supplies or shipments scheduled for delivery before the closure date are completed accordingly.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and support during this transition.

Thank you once again for being a valued partner.

Sincerely,

[Your Name]  
[Your Position]  
[Store Name]  
[Contact Information]