

Dear [Recipient's Name],

As we reach the end of our current season, we would like to take a moment to reflect on the incredible journey we've shared as a music ensemble. Your unwavering support and enthusiasm have been instrumental in our success.

Unfortunately, we must announce that we will be closing this chapter of our ensemble's story due to [reason for closure, e.g., funding issues, personal commitments]. This decision was not made lightly, and we will always cherish the memories and music we created together.

Looking toward the future, we are excited to share our plans for [insert future plans, e.g., a reunion concert, potential projects, or new ensemble]. We hope to stay connected and continue sharing our passion for music in new ways.

Thank you once again for being a part of our journey. We look forward to seeing you at our final performance on [date]. Let's celebrate our accomplishments together!

With heartfelt appreciation,

[Your Name]

[Your Position]

[Ensemble Name]