

Important Update: Closure of Our Retail Location

Dear Valued Customer,

We want to inform you that our [Store Name] located at [Address] will be closing its doors permanently on [Closing Date]. This decision was not made lightly, and we appreciate your understanding during this transition.

We would like to thank you for your loyalty and support over the years. It has been our pleasure to serve you.

If you have any questions or concerns, please feel free to reach out to us at [Phone Number] or [Email Address]. You can also visit our website [Website URL] for more information.

Thank you once again for being a part of our community.

Sincerely,

[Your Name]
[Your Position]
[Company Name]