

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

Dear [First Name Last Name],

After [number of years your business has been in operation], I must regretfully, inform you that we will be closing our doors. [Your Company Name] made it its mission to [description of mission statement]. Over the years we have [describe highlights or list achievements].

But, we wouldn't have been able to do any of that without partners like you.

Our last functioning day will be [effective date]. On this day, we would like to invite you and [number of guests] are invited to join us in say goodbye and celebrating the last [number of years of service] years by [description of closing event including location and time].

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]