Owner’s Name

Owner’s Address

City, State, Zip Code

Date

Customer’s Name

Customer’s Address

City, State, Zip Code

Dear Customer’s Name,

This letter has been written to let you know that our company/store will not be working after (date). We are setting up a final sale for all the customers on which discounted rated services will be provided. We want to thank all our customers who have helped us to give our brand or shop a prominent name and status in the market. As soon as we launch any of our other branches, we will be sharing it with you. Stay tuned with us for more updates!

Sincerely,

Owner or Manager’s signature

Name Printed

Title