Company Name

Street Address City, ST ZIP Code

Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

We are writing this letter to announce that our company will be closing on the 30th of May. Unfortunately, we will not be able to place any orders for any other company. In the next few days, we are going through all our accounting records. Our company’s top priority is to pay off all the pending payments and invoices.

The company will reach out to you also if you also have an outstanding amount with us. We assure that we will pay off all the outstanding dues before closing.

It has been a great time working with you. We would like to say thanks to you and all those people who worked with us. If you have any questions concerning the closing of the company, you can contact us anytime. Furthermore, if there is anything that you want to do for making this difficult transition easy for us, please let us know.

We are looking forward to your response.

Best wishes,

Your Name

Title