

Sample Letter of Business Closure

Once you decide you are going to close your business you need to announce that closure with your business partners with a formal letter in writing. You should close your doors on a good positive note with your business partners. You may need their services at some other time.

Letter of Business Closure Advice:

- Write a letter of business closure as soon as possible after you have made your final decision to close your business.
- Thank suppliers for their business.
- Explain any actions that you will be carrying out during the closure process.
- Be professional and end your current business relationships on an upbeat and positive note.

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

We would like to inform you that [Company] will be closing on [Date]. Unfortunately, our [Company] will not be placing anymore orders with your [Company]. Over the next ninety days we will be going over all our accounting records and paying off all our outstanding invoices.

If we have an outstanding balance with your [Company], we will contact you immediately to confirm the amount that we owe and arrange a payment schedule.

We would like to thank you for your past business and it was truly a pleasure working with you and your team at [Company]. Please do not hesitate to call if you have any questions or concerns or if there is anything at all that we can do to help you through this difficult transition.

Best wishes,

[Sign here]

[Your Name, Title]