To,

[Name of Recipient]

[Designation of Recipient]

[Recipient Company Name]

Date:

**Subject: Notification Letter for Closure of Business**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter to inform you that we, [mention company or business name] are closing our operations on [mention date of closure of business]. It would be kind of you if you could come and visit us on or before the mentioned date and collect you unsold stock. After that date, we will not be responsible for anything. The mentioned date will be the last day of our operation after which we will not be available for any assistance.

I would like to thank you for always supporting us and it was a pleasure doing business with you. For account settlement, please make sure to notify me at least [mention number of days] before the final settlement or resolution.

Feel free to contact me for any further queries or information.

With Best Regards,

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Contact Details]

[Sender Signature]