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Your Name

Your Address

Date

Customer's Name

Customer's Address

Subject line: Letter of Business Closure

Dear (Customer Name)

The purpose of this letter is to inform you that (Name of Establishment) will be closing down indefinitely on (Date of closure). This is a difficult moment for us and has been necessitated by the rising overhead costs and lack of clear realizations. We will not be taking any new orders effective Sunday (Date). It is further requested of you to close your outstanding accounts at the earliest.

We kindly request your cooperation in helping settle all the accounts prior to the closure. We are taking stock of our accounting and would be sending all the pending invoices or statements at the earliest. We will get in touch with you to expedite all the payments for a final and amicable resolution. We will give you sufficient time to resolve any involving disputes before we shutter the store. We would be sending all the updated documents to help you easily reconcile it with your statements.

It has been a pleasure doing business with you. Your assistance and support is highly appreciated. Please mark the date of closure and contact us beforehand to iron out any differences and raise your queries.

We are again thankful for your business and continued patronage.

Regards,

X (your name). Business Stamp