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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 the letter is to bring to your attention that we (Name of Establishment) have decided to close the business permanently. The shop will cease to exist from (Date) upon which we would not be able to service you or be able to assist you for your daily grocery. It has been an honor to serve you over the years but the continued business losses have made it unviable for us to keep running the business smoothly. We are thankful to customers like you who have supported us over the years and would like to invite you to participate in the going out sale.

We have been a part of this community for the last 15 years. We have shared joys and sorrows together. This store has been a part of so many beautiful memories in the neighborhood. We must tell you that we did everything on our part to keep it operational over the years because we cherish your continued patronage.

We understand that you have been an important customer to us, and we are sorry to inconvenience you with the closure. We will be available throughout to the date of closure for any assistance or support. If you have any further concerns regarding anything, please do not hesitate to get in touch. Our team is always happy to be at your service.

Sincerely,

X (your name).