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Your Name

Your Address

Date

Customer's Name

Customer's Address

Subject line: Letter of Business Closure

Dear (Customer/Supplier Name)

I regretfully inform you that (Name of Establishment) is permanently closing its shop effective (Date of closure). The situation has become unavoidable because of economic slump and Covid-19 disruptions. As a result, we are revoking all our business contracts for of inventory replenishment from the second last week of closure. All the prior agreements for the earlier stated supply dates will be null and void and not invoiced. We are sorry to inform you that our financials have become untenable and this is why we won't be able to pay the invoices on time.

We are primarily bound to take care of our suppliers first. You are therefore advised to send all the past invoices as soon as possible for quick resolution. We are in the process of accounting and would appreciate your support in making this easier for us to close all the accounts amicably. If we are not able to pay off the full compensation, you are invited to lay a claim on our secured assets beforehand.

It is a very tough time for us at (Name of Establishment) and we look forward for your cooperation. Thank you for your past business. We wish you all the best for your future success. We look forward for a quick resolution to help settle your financial claims owed by (Name of Establishment).

Regards

Owner's Name

(Name of Establishment)