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Your Name

Your Address

Date

Customer's Name

Customer's Address

Subject line: Letter of Business Closure

Dear (Customer Name)

I am writing with a heavy heart to inform you that your favorite (Name of Establishment) is going out of business. I regret to inform you that it has become unfeasible for me to keep the business running in these difficult times.

As you already know, that I was on the lookout for an entrepreneur to takeover the business for a long while. My lease is about to expire and I think this the right juncture for me to shutter down the shop. We will be going out of business on (Date) and are holding a sale to clear out the inventory. We will be giving large discounts and invite you to take advantage of the opportunity.

The favorite neighborhood shop (Name of Establishment) has been an indispensable part of your life. I have personally seen your family frequent this place over the years. I am thankful for your love and loyalty. I hope that you will visit us in our last days at the shop to commemorate our relationship. I look forward to seeing you and your family at the shop and bid you final goodbyes.

If you have any questions about the sale or anything else, feel free to call me at (Contact No). Thank you in advance for your time.

Sincerely

X (your name). Business Stamp