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Your Name

Your Address

Date

Customer's Name

Customer's Address

Subject line: Letter of Business Closure

Dear (Customer Name)

We shall be closing our business (Name of Establishment) permanently on (Date of closure). In the light of developing Covid-19 crises, our business not been left untouched. We have lost most of our clientele to online businesses. We will no longer be taking orders effective next week. We will be in touch with you regarding pending orders or payments.

It was our sincere effort to not only provide world-class merchandise but also excellent customer service over the years. With the advent of online grocers, we are unable to match the pricing and hence unable to function profitably. We hope we have a part of your lives for the better and you will remember us for that.

We genuinely thank you for your loyalty and appreciate your references over the years. You have been one of the best customers that we are sorry to lose in such unfortunate circumstances.

We request you to get in touch with us if you have any queries. Rest assured we will serve you to the best of our ability till the very last day.

Thank you for your patronage.

With Regards

X (your name). Signatory