[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notice of Business Wind-Down**

Dear [Vendor’s Name],

We are writing to inform you that [COMPANY NAME] will be winding down its operations, with our official closing date set for [CLOSING DATE]. This decision has not been made lightly, and we are incredibly grateful for your support over the years.

As we move through this transition, please take note of the following:

* Final orders or service requests will be accepted until [FINAL ORDER DATE].
* Outstanding obligations will be fulfilled prior to closure.
* Customer support will remain available through [SUPPORT EMAIL/PHONE] until [FINAL SUPPORT DATE].

We encourage you to download or request any important records or documentation you may need before [CLOSING DATE].

This transition marks the end of a meaningful chapter for us. We are deeply thankful for your trust and partnership. Should you have any questions or require assistance during this time, please don’t hesitate to reach out.

Thank you again for being part of our journey.

Yours sincerely,

……………………………………………………….

Name: [NAME]

Title: [TITLE]

[COMPANY NAME]