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# Business Closure Letter to Government

**John Doe**

**Owner**

**Doe's Electronics**

**1234 Gadget Lane**

**Techville, CA 90210**

**johndoe@email.com**

**555-123-4567**

**March 21, 2024**

**Business Registration Department**

**California Department of Business Oversight**

**4567 Business Blvd**

**Sacramento, CA 95814**

Dear Sir/Madam,

I am writing to formally notify you that **Doe's Electronics**, located at **1234 Gadget Lane, Techville, CA 90210**, will be permanently closing its operations, effective **June 30, 2024**. This difficult decision was made due to retirement and the increasingly competitive nature of the electronics retail industry.

As required, I am notifying your department of our closure to ensure all related records are accurately updated. Enclosed with this letter are the final tax returns for **Doe's Electronics** and the business closure form as per the guidelines provided on your website.

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I kindly request your assistance in guiding us through any additional steps or documentation that may be required to complete this process properly. Specifically, we would like clarification on:

- Any final tax obligations we need to settle and the deadlines for these filings.
- The process for officially terminating our business license and any associated registrations.
- Steps to close our employer payroll account, considering our final payroll will be processed on **June 15, 2024**.
- Any other formalities needed to comply with state regulations for business cessation.

We aim to fulfill all necessary responsibilities efficiently and are committed to closing our operations in compliance with state regulations. **Doe's Electronics** has been proud to serve the Techville community for over 20 years, and we are grateful for the support from your department during our operation.

Please contact me at **555-123-4567** or **johndoe@email.com** for any further information or to confirm the receipt of this letter and the enclosed documents.

Thank you for your assistance and understanding during this transition period.

Sincerely,

[Signature for hard copy]

John Doe

Owner

Doe's Electronics