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# Business Closure Letter to Government

**Jane Smith**

Owner

Smith & Co. Bakery

123 Main Street

Anytown, AN 12345

jane.smith@smithcobakery.com

(123) 456-7890

June 19, 2024

**Department of Business Regulation**

456 Government Avenue

Anytown, AN 12345

Subject: Notification of Business Closure

Dear Mr. John Doe,

I am writing to formally inform you that Smith & Co. Bakery, located at 123 Main Street, Anytown, will be permanently closing its operations on July 31, 2024. This decision has not been made lightly, and it is due to prolonged financial difficulties and the ongoing economic downturn.

We understand that there are certain legal and regulatory requirements associated with closing a business, and we are committed to ensuring that we comply with all relevant obligations. We will take the necessary steps to:

1. Settle all outstanding financial obligations, including taxes, employee wages, and supplier payments.

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2. Notify employees, customers, and suppliers about the closure.
  3. Dispose of assets and inventory appropriately.
  4. File the required documents to officially dissolve the business entity.

We kindly request your guidance and assistance in navigating any specific procedures or requirements that we must follow to complete this process smoothly. Please inform us if there are any forms, notices, or additional information needed from our side.

Should you require any further details or have any questions, please do not hesitate to contact me directly at (123) 456-7890 or [jane.smith@smithcobakery.com](mailto:jane.smith@smithcobakery.com). We are committed to fulfilling all our obligations and ensuring a transparent and responsible closure process.

Thank you for your understanding and cooperation in this matter.

Sincerely,

**Jane Smith**

Owner

Smith & Co. Bakery