
Closing Business Letter To Government

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Government Department]


[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce the closure of [Your Company Name], effective [Closure Date]. This decision was not made lightly but after thorough consideration and due to [mention the reasons briefly, e.g., economic challenges, shift in business focus, etc.].

Over the years, we have greatly valued the support and opportunities provided by [specific government department or office], and we are grateful for the fruitful collaborations that have significantly contributed to our community and industry. Your



guidance and assistance have been instrumental in many of our initiatives, and for that, we extend our deepest gratitude.

As we proceed with the winding down process, we assure you that all outstanding obligations to the government will be settled as per the regulatory requirements. This includes [list any final reports, financial settlements, or other obligations].

Should there be any additional requirements or documentation needed from our side to facilitate this transition, please do not hesitate to contact me directly at [your contact information]. Our team is committed to ensuring a smooth and compliant closure process.

Thank you once again for your partnership and support throughout our operations. We look forward to any opportunities to work together in the future under different circumstances.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]