

Closing Business Letter To a Company

John H. Smith

CEO

Smith Electronics, Inc.

1234 Innovation Way

Austin, TX 78701

john.smith@smithtronics.com

(512) 555-0198

April 30, 2024

Samantha Doe

Purchasing Manager

Gadget World, Inc.

4567 Tech Valley Drive

San Jose, CA 95050

Dear Ms. Doe,

I am writing to formally inform you of the upcoming closure of Smith Electronics, Inc., effective May 31, 2024. This decision comes after considerable evaluation of our business strategy and prevailing market conditions, leading us to conclude that it is in our best interest to cease operations.

Throughout our partnership, Gadget World, Inc. has played a crucial role in our business activities. We genuinely appreciate the support, trust, and outstanding service we have received from your team over the years.

As we begin the process of winding down, please be assured that we are committed to fulfilling all our current obligations. This includes the completion of all outstanding orders

and the final settlement of any financial transactions. We aim to conclude all pending matters with professionalism and transparency.

For any ongoing projects or final transactions, please contact me directly at john.smith@smithtronics.com or (512) 555-0198 to arrange the necessary actions. We intend to handle all aspects of our closure responsibly, ensuring a smooth transition for our partners and clients.

Thank you for the opportunities and experiences we have shared; it has been a privilege to work with Gadget World, Inc. We hope to cross paths again under different circumstances and wish you continued success in all your future endeavors.

Yours sincerely,

[Signature]

John H. Smith

CEO

Smith Electronics, Inc.