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# Closing a Business Letter to Clients

**Sarah Thompson**

Owner

Thompson's Boutique

321 Oak Avenue

Anytown, AN 12345

sarah.thompson@thompsonsboutique.com

(321) 654-9870

June 19, 2024

Dear Valued Client,

Subject: Notification of Business Closure

We regret to inform you that Thompson's Boutique will be permanently closing its operations on July 31, 2024. This decision has been reached after thorough consideration due to prolonged financial difficulties and the ongoing economic downturn.

We want to express our deepest gratitude for your loyalty and support over the years. Serving you has been our privilege, and we appreciate the trust you have placed in us for your fashion needs.

Here are some important details regarding our closure:

1. **Final Service Date:** We will continue to accept and fulfill orders until July 15, 2024. After this date, we will no longer be able to process new orders.

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2. **Outstanding Orders:** All outstanding orders will be fulfilled and delivered by July 31, 2024. If you have any concerns about your orders, please contact us as soon as possible.
  3. **Customer Support:** Our customer support team will remain available until July 31, 2024, to assist with any questions or concerns you may have. You can reach us at (321) 654-9870 or [sarah.thompson@thompsonsboutique.com](mailto:sarah.thompson@thompsonsboutique.com).
  4. **Warranties and Returns:** We will honor all warranties and accept returns for items purchased before the closure date, following our standard return policy. Please ensure that all return requests are submitted by July 31, 2024.

We are committed to making this transition as smooth as possible for you. If you have any further questions or need assistance, please do not hesitate to reach out.

Thank you once again for your continued support and understanding during this difficult time.

Sincerely,

**Sarah Thompson**

Owner

Thompson's Boutique