[Recipient name]
[Company name if needed]
[Street Address]
[City, State Zip Code]

[Insert date]

[Insert customer name]:

The purpose of this letter is to notify you that [insert company name] will be closing on [insert date]. You will need to [insert action that customer needs to take, such as come in and pick up items left for repair or make arrangements to have your website management transferred to a new company, etc.] before that date. After that time, we will no longer be available to provide assistance. [If relevant, specify consequences, such as what will be done with any unclaimed items.]

Thank you for your past business and support. We wish you all the best for your continued success. Please let me know if I can answer any questions or provide assistance as you make arrangements to work with a new [specify type of business]. I will be available during business hours through [insert closing time] on [date of closing], which will be [insert company name]'s final day of operation.

Sincerely,

[Signature]

[Your name and title]