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

[Insert date]

[Insert supplier name]:

The purpose of this letter is to notify you that [insert company name] will be closing on [insert date]. We will not be placing any additional orders with [supplier's name] and kindly request your cooperation as we work to settle our account with your company prior to closing.

Over the next [insert time frame], we will be reviewing our accounting records and paying any outstanding invoices. Please provide documentation to finalize our account, including sending any outstanding invoices or statements by [insert date]. We will be in contact with you shortly after that time to arrange for final resolution of our account.

Thank you for working with us as a [specify products or services] supplier. Your assistance has been invaluable. Please contact me with any questions or comments about our account at least two weeks before [insert date of closing] to allow sufficient time for resolution prior to our last date of operation.

Sincerely,

[Signature]

[Your name and title]