

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Official Notification of Agency Closure

Dear [Client Name],

I am writing to formally inform you that [Agency Name] will be closing its doors permanently, effective [Final Date of Operation].

After [Number] years of serving our clients, this was a difficult decision to make. We want to express our sincere gratitude for the trust you have placed in us and for the opportunity to work on your projects.

**What this means for you:**

- **Current Projects:** All active work will be completed or handed over by [Date].
- **Deliverables:** We will ensure you have access to all final files, assets, and documentation by [Date].
- **Final Invoicing:** Your final statement will be sent on [Date], covering all services rendered up to the closing date.
- **Referrals:** To ensure your continued success, we recommend [Alternative Agency Name] or [Alternative Agency Name] for your future needs.

Regarding your data and account access, [Instructions for data retrieval or account transition].

If you have any questions regarding this transition, please contact us at [Email Address] or [Phone Number] before [Closing Date].

Thank you again for your partnership. We wish you and your business the very best in the future.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]