

[Your Name/Authorized Representative Name]

[Your Title]

[Business Name]

[Current Business Phone Number]

[Date]

Postmaster / Branch Manager

[Local Post Office Address]

[City, State, Zip Code]

Subject: Official Business Closure and Mail Forwarding Request

To whom it may concern,

This letter serves as formal notification that **[Business Name]**, located at **[Old Business Address]**, has officially ceased operations effective **[Closure Date]**.

I am requesting that all future mail addressed to the business be forwarded to the following address for a period of [Number of Months, e.g., 12 months]:

New Forwarding Address:

[Forwarding Name/Recipient Name]

[Forwarding Street Address]

[City, State, Zip Code]

This request applies to all mail addressed to the business entity and the following key personnel:

- [Name 1]
- [Name 2]

I have already completed the official [Postal Service Name, e.g., USPS] change of address form (Form [Number, if applicable]) online/in person. This letter is to ensure the permanent closure is noted on your records.

Please contact me at [Phone Number] or [Email Address] if you require further documentation or verification regarding this closure.

Sincerely,

[Signature]

[Printed Name]

[Title/Role]