

[Date]

[Investor Name]
[Investor Address]
[City, State, Zip Code]

Subject: Notice of Company Closure and Final Property Status

Dear [Investor Name],

I am writing to formally inform you that [Company Name] will be ceasing its business operations, effective [Closing Date].

This decision was made after careful consideration of [reason for closure, e.g., market shifts / strategic reorganization]. We want to ensure that this transition is handled with the utmost transparency and professionalism regarding your property investments.

Regarding your portfolio, please take note of the following details:

- **Final Distributions:** All outstanding dividends or rental income due to you will be processed by [Date].
- **Asset Management:** Management of [Property Name/Address] will be transferred to [New Management Company Name] effective [Transfer Date].
- **Documentation:** You will receive a final tax statement and closing report via [email/mail] by [Date].

We deeply value the trust you placed in us. It has been a privilege to manage your investments and work toward your financial goals over the past [Number] years.

If you have any immediate questions regarding your account or the transfer process, please contact [Name/Department] at [Phone Number] or [Email Address] before [Final Contact Date].

Thank you for your partnership and we wish you continued success in your future investment endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]