To,

Bob Taylor

45, Rail Avenue

Glasgow

UK

2nd June 20XX

Subject: closing a business letter

Dear Mr. Taylor,

It is with sincere regret that we inform you that The Tensile Construction Company will be closing permanently on 14th June 20XX. It is our upmost priority to inform you about this decision as you are one of our most regarded shareholders.

The Tensile Construction Company has been the front runner building and construction company in our city for the past 30 years, and has been gratified at being a contributor to the many activities of this city. We are extremely proud of all that we have accomplished in these glorious years and could not be more thankful to those who have believed in us and invested in the future of this company.

Unfortunately, due to the current financial climate, the running of The Tensile Construction Company has been difficult like the rest of us in the economy. As a regrettable outcome of this, we have to shut down our company in less than two weeks’ time.

As you are a shareholder in The Tensile Construction Company, we have enclosed detailed documentation on how the company closure will affect your investment.

We want to thank you for contributing to the company and are pleased to have worked with you.

Sincerely,

Stella Mayors

CEO

The Tensile Construction Company