[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Permanent Laboratory Closure  
  
Dear Customers,

It is hoped that you find this email in the best of your health. As you all know that the pandemic has wrecked the research field and has led us to grind away in a way which was never happened before.

Due to uncertainty created by the Pandemic (COVID-19), we have decided to wind the work down. Due to lack of research fund, which further goes back to settle its reason in financial imbalances brought by the COVID-19. It has not only forced the work to slow down but has also forced a few science projects to shut down.

Therefore, we have decided to close the lab permanently in the wake of the uncertainty and edge of danger created by the pandemic. Fervent lockdowns and ferocious financial fiscal have led us to decide to shut down the lab and merge all of our work with Lillian Hospital, California. You are advised to collect any of your left behinds as soon as before 20th November 2020. For more, you can contact us by ringing at [X] or write an email to [EMAIL]. Thank you for assisting and cooperating.

Best Regards

Klay Labs and Research Center  
7th floor, JK Heights, California, USA