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

Date:

Re. Closure of the Market  
  
Dear All,

I have penned this draft to notify all of you that the store is going to be closed from 26th November 20XX. The closure of the business is in the wake of low profits and zero finance generating. The company is unable to generate sufficient business profit despite making so many attempts to generate revenues. Making too many attempts to generate revenues and spending too much money can result in minus profits. The company is unable to receive a sufficient personal income and is unable to improve its operations and repay external finances. The situation can lead us to bankruptcy and potentially negative profits. It also includes the unavailability of capital.

In the wake of the aforementioned reasons, the business is going to be shut down. COVID-19 which has whirled the whole world into its impacts has affected the business a lot. The situation of revenue already at stake has been worsened by the pandemic and it is one of the biggest reasons in bringing the company to the edge.

We tried our best to stabilize the situation but could not make it up for long. The only favorable solution is shutting down the business. You are advised to come and pick up all your belongings left at the office before 24th November 20XX. After that, we will be no longer available for any of the services.

We thank you for your unbound support and dedication to the work. I am available to answer any of your queries at [email] from 10 AM to 4 PM from Monday to Thursday.

Thank you

Regards  
Jerome K. Lemon  
General Manager  
Stewart Hill (The Shoe Company)