

Administrative Closure Notification

Date:

To:

Department:

Subject: Administrative Closure Notification

Dear ,

This letter serves as formal notification of the administrative closure of , effective . All operations related to this entity will cease as of this date.

Please ensure that all outstanding matters are appropriately addressed and all related documents are finalized.

If you have any questions regarding this closure, please contact the administration office at .

Sincerely,

(Authorized Signatory)