**Sample Business Closure Letter Format to Government**

From:

Adam Smith

Manager

Zenith Technologies

New York

Date: January17th, 2021

To,

The Sales Tax Officer

Sales Tax Department

California

Sub: Letter for closure of business

Dear Sir,

I am writing this letter to inform you that Zenith Technologies has planned to close down its business in California from February 1st, 2021. The Management of the company has taken this decision keeping in mind the constantly falling sales in the area. Despite taking all the necessary actions for last two years, we have not been able to recover the constant losses that we have been bearing. This is primarily because there is intense competition in the city in the IT sector and our company, being a late entrant, has not been able to match up with the competition that exists in that region.

Therefore, understanding the need of the hour, we have decided to wrap up all the operations in California. All the final documents related with sale taxation will be submitted by the end of the quarter. Please let us know if you need any more documents to be submitted.

Thanking in anticipation.

Sincerely,

Adam Smith

Manager

Zenith Technologies

New York