

Sample Letter to Suppliers/Vendors/Utility Companies:

Date:

Dear _____

My business has stopped operating due to the mandatory shutdown for COVID-19. I am unable to continue receiving services/goods from your company _____.

It is with great sadness that I must <stop your services/postpone delivery of goods/supplies/request immediate shut down of utilities>. Please stop providing your <goods/supplies/services> because my company is now closed.

I do not know when we will reopen, so I cannot continue to <accrue debt/store goods/shipment/delivery/services>.

Please let me know if I have outstanding unpaid invoices. I am committed to <keeping my account current/not falling behind/making lower payments> and maintaining my obligations with you in good standing.

If there are outstanding invoices to my name or business, I am proactively seeking a solution by <requesting a payment plan/scheduling future repayment arrangements/discussing options with you over the phone> I look forward to hearing from you and can be reached directly at <cell phone number here>.

I appreciate your <services/goods/supplies> and I wish to <continue transacting with your company after the pandemic is over/continue doing business with you after I reopen my business>.

Sincerely,

Your Name, Business Name/Address/Account Number