

DATE: _____

To Newport City Clerk's Office:

This letter is to notify The City of Newport that my business is **no longer in operation** in Newport at this location.

OWNERSHIP(Corp/LLC/etc.): _____

D/B/A of establishment: _____

STREET LOCATION: _____

DATE BUSINESS CLOSED: _____

Business Registration or License Type(s): _____
(for example, VIT, Liquor, Sunday Sales, Second Hand)

Trade Name Book and Page (if any): Book _____ Page _____

Print Name Title

Signature of Responsible Party Date

~~~~~*Must Be Witnessed by Notary Public Below*~~~~~

In Newport, in said County, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_ personally appeared before me the above subscribed \_\_\_\_\_

\_\_\_\_\_ and made oath that the above statements signed by \_\_\_\_\_ are true.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

- CC: Tax Assessor's Office (**original copy**)
- Licensing Clerk (if business has any licenses)
- B&B Clerk (if business has a Guest House/Hotel Permit)
- Business Registration Box (if no Permit or License)
- Trade Name Clerk (if business has a trade name, i.e. not incorporated)