

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Partner's Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Dissolution of Partnership

I am writing to formally notify you of my decision to dissolve our partnership effective [dissolution date]. This decision has not been made lightly, and I believe it is in the best interest of both parties to proceed with this dissolution.

Under the terms of our partnership agreement dated [partnership agreement date], we will follow the necessary procedures to ensure a smooth transition. This includes addressing the division of assets, liabilities, and any outstanding financial obligations.

Please let me know a convenient time for us to meet and discuss the next steps in this process. Cooperation during this period is essential for both parties to ensure a fair and amicable resolution.

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]