

[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 hope this letter finds you well. After careful consideration, I have decided that it is in our best interest to dissolve our partnership in [Business Name] effective [Date]. This decision has not been made lightly, and I believe it is the best course of action for both of us at this time.

Please refer to our partnership agreement, which outlines the procedures we need to follow to properly dissolve our business relationship. I am committed to ensuring that the dissolution is conducted smoothly and in compliance with our agreement and applicable laws.

I propose that we meet on [suggest a date and time] to discuss the dissolution process and any remaining outstanding matters, including asset distribution, outstanding debts, and client transitions.

Thank you for the partnership we have shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]