

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Closure of [LLC Name]

I hope this letter finds you well. I am writing to formally notify you of the decision to close [LLC Name], effective [Closure Date].

This decision has not been made lightly, and after thorough consideration of our business circumstances, we believe this is the best course of action.

[Optional: Brief explanation of reasons for closure, if desired].

We will ensure that all necessary steps are taken to dissolve the LLC in compliance with state regulations. This will include settling any outstanding obligations and distributing any remaining assets among the members.

Please let us know if there are specific forms or procedures that need to be followed during this process.

Thank you for the support and collaboration we have shared throughout the years. Should you have any questions regarding the closure or need further information, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[LLC Name]