

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notice of Company Dissolution

We are writing to formally notify you that [Company Name], located at [Company Address], has been dissolved as of [Dissolution Date].

This decision was made due to [brief explanation of reasons for dissolution, if applicable].

We appreciate your support and partnership during our time in operation. Please direct any inquiries regarding final transactions or outstanding matters to [Contact Person] at [Contact Email/Phone Number].

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Company Name]