

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

[Recipient Name]  
[Recipient Title]  
[State Corporation Commission]  
[Commission Address]  
[City, State, Zip Code]

Subject: Notice of Dissolution of [Your Company Name]

Dear [Recipient Name],

We hereby inform you that the Board of Directors of [Your Company Name] has approved the dissolution of the corporation effective [Dissolution Date]. This decision was made in accordance with [mention any relevant statutes or regulations].

We have addressed all outstanding debts and obligations, and we will ensure proper winding up of the business affairs per the required legal protocols.

Please find enclosed the necessary documents to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]

Enclosures:

1. Certificate of Dissolution
2. Final Tax Returns
3. Any other relevant documents