

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

Dear [Recipient Name],

Subject: Notice of Company Dissolution

We regret to inform you that [Your Company Name] has made the decision to dissolve the company effective [Dissolution Date]. After careful consideration and assessment of current circumstances, it has become clear that dissolution is the best course of action for our organization. Please note that all outstanding obligations and liabilities will be settled in accordance with legal and financial regulations. We will ensure a smooth transition for employees, clients, and partners throughout this process.

Thank you for your support and collaboration during our time in operation. If you have any questions or require further information, please feel free to contact us at the details above.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]