

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Company Dissolution

Dear [Recipient Name],

We wish to inform you that [Company Name] will be officially dissolving as of [Dissolution Date]. This decision has been taken after careful consideration and is in accordance with the applicable laws and regulations.

Our final operations will cease on [Last Operating Day], and we will be settling all outstanding obligations and liabilities during the dissolution process. We kindly request that you address any final invoices or outstanding matters by [Final Deadline Date].

We appreciate your understanding and support during this transition.

Should you have any questions, please feel free to contact us at [Contact Information].

Thank you for your partnership over the years.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]