

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Company Dissolution

Dear [Recipient Name],

I am writing to formally notify you that [Company Name] has decided to dissolve the company effective [Dissolution Date]. After careful consideration, we have concluded that this course of action is in the best interest of our stakeholders.

Our decision comes as a result of [briefly explain reason for dissolution, e.g., financial difficulties, market changes, etc.]. We appreciate the support and collaboration we have received from our partners, clients, and employees throughout our time in operation. As part of the dissolution process, we are committed to addressing any outstanding obligations and ensuring a smooth transition. We will be [mention any specific actions to be taken, e.g., settling debts, finalizing client accounts, etc.].

We encourage you to reach out if you have any questions or require further information. Thank you for your understanding and support during this time.

Sincerely,

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