

[Your Company Letterhead]

[Date]

Dear Shareholders,

Subject: Notice of Company Dissolution

We are writing to inform you of a significant decision regarding [Company Name]. After careful consideration and evaluation of our current operational and financial circumstances, the Board of Directors has unanimously decided to initiate the dissolution of the company.

The decision to dissolve was not made lightly. [Briefly explain the reasons for dissolution, e.g., "Unfortunately, due to ongoing financial challenges and a shifting market landscape, we believe that this is the most prudent course of action."]

We want to assure you that we are committed to handling this process in a transparent and responsible manner. Here are the key points regarding the dissolution:

1. **\*\*Timeline of Events\*\***: [Outline key dates for the dissolution process.]
2. **\*\*Asset Liquidation\*\***: [Provide details on how the company's assets will be handled.]
3. **\*\*Final Payments to Shareholders\*\***: [Briefly explain any anticipated distributions or final payments.]
4. **\*\*Contact Information\*\***: [Provide a contact for shareholder inquiries.]

We deeply value the support and trust you have placed in [Company Name] throughout our journey. We recognize that this news may be disappointing, and we thank you for your understanding during this challenging time. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]