

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

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

Dear [Recipient Name],

Subject: Notice of Company Dissolution

I hope this letter finds you well. I am writing to formally inform you that [Your Company Name] has decided to dissolve the company, effective [Dissolution Date]. This decision was made after careful consideration and evaluation of our current business situation.

We will ensure that all outstanding obligations are settled, and we will work to notify all stakeholders in a timely manner. Please direct any inquiries or correspondence regarding the dissolution process to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your understanding during this transition. We appreciate your support and cooperation throughout the years.

Sincerely,

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