

[Your Name]
[Your Title]
[Your 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]

Dear [Recipient Name],

Subject: Official Notice of Business Dissolution

I hope this letter finds you well. I am writing to officially notify you that [Your Company Name] will be dissolving its business operations effective [Dissolution Date]. This decision was made after careful consideration of our current circumstances and future prospects.

We are committed to complying with all legal and financial obligations arising from this dissolution. Our team is actively working to settle any outstanding debts and obligations, and we intend to inform all stakeholders regarding this process.

Please direct any inquiries or further correspondence to my attention. I appreciate your understanding and cooperation during this time.

Thank you for your support throughout our business relationship.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]