

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dissolution of [Business Name]

I am writing to formally notify you of the decision to dissolve [Business Name], effective [Dissolution Date]. After careful consideration, it has been determined that ceasing operations is the best course of action for all parties involved.

We will ensure that all outstanding obligations are settled in accordance with applicable laws and agreements. Please find enclosed relevant documents and our plan for the dissolution process.

I appreciate your support and collaboration during [Business Name]'s operation. Should you require additional information or wish to discuss further, please feel free to contact me directly.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Business Name]