

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dissolution of [Company Name]

We hereby notify you that as of [Effective Date], [Company Name] will be officially dissolved. This decision has been made after careful consideration and is in accordance with [relevant laws/regulations].

We appreciate the support and collaboration we have received during our time in operation. Please ensure that any outstanding matters are addressed by [Final Date for Transactions/Communications].

If you have any questions, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]