

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Company Dissolution

We hereby inform you that [Company Name], a [Type of Business Entity, e.g., Corporation, LLC] established in [State/Country], has resolved to dissolve and cease operations effective [Dissolution Date].

This decision follows [brief reason for dissolution, if applicable]. As a result, we will initiate the necessary steps to settle our outstanding obligations and distribute our remaining assets in accordance with applicable laws.

Please direct any questions or correspondence regarding this matter to [Your Name/Position] at [Your Contact Information].

Thank you for your understanding during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]