

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

[Partner's Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Dissolution of LLC Partnership

I hope this letter finds you well. I am writing to formally notify you of my intention to dissolve our partnership in [LLC Name], effective [Dissolution Date].

This decision has not been taken lightly, and it reflects [brief reason for dissolution, if applicable]. According to our partnership agreement, we are to follow the stipulated procedures for dissolution, including [briefly outline any agreed-upon procedures, if applicable].

I propose that we meet on [Proposed Meeting Date] to discuss the necessary steps and the division of assets and liabilities. Please let me know a time that works for you.

Thank you for the opportunity to work together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title/Position in LLC]  
[LLC Name]