

[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: Partnership Dissolution Notice

I hope this letter finds you well.

I am writing to formally notify you of my intention to dissolve our partnership, [Partnership Name], effective [Effective Date]. This decision has not been made lightly, and I believe it is in the best interest of both parties involved.

As outlined in our Partnership Agreement, I propose we follow the steps necessary to ensure a smooth dissolution process. I suggest we arrange a meeting to discuss the following important matters:

1. Settlement of outstanding debts and obligations.
2. Distribution of assets and liabilities.
3. Final financial accounting and reporting.
4. Any other relevant operational matters.

I appreciate the efforts we have both contributed to the partnership, and I am optimistic about winding things down amicably. Please let me know your availability for a meeting at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Partnership Name]