

[Your Name]  
[Your Title]  
[Your LLC Name]  
[LLC Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Partner's Name]  
[Partner's Title]  
[Partner's LLC Name]  
[Partner's LLC Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Notice of LLC Partnership Dissolution

I hope this letter finds you well. This correspondence serves as formal notice regarding the dissolution of our partnership within [LLC Name], effective [Dissolution Date].

Per the terms outlined in our operating agreement, we will proceed with the dissolution process as follows:

1. **\*\*Distribution of Assets\*\***: We will assess and distribute any remaining assets of the LLC equitably between us.
2. **\*\*Settling Liabilities\*\***: We are responsible for settling all outstanding debts and obligations incurred by the LLC prior to the dissolution date.
3. **\*\*Final Tax Returns\*\***: We will need to file a final tax return for the LLC no later than [Tax Filing Deadline].

Please confirm your acknowledgment of this notice and your agreement to the outlined dissolution process. I suggest we schedule a meeting to discuss any final arrangements and to ensure a smooth transition.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your LLC Name]