[Your Name]
[Your Title]
[Your Company Name, LLC]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]
Subject: LLC Dissolution Agreement
Dear [Recipient Name],
I hope this letter finds you well. This correspondence serves as a formal
agreement for the dissolution of [Your Company Name, LLC], effective as
of [Effective Date of Dissolution].
1. **Background**
 On [Date of Formation], [Your Company Name, LLC] was formed in the state
of [State of Formation]. The decision to dissolve the LLC has been
reached due to [Reason for Dissolution].
2. **Agreement to Dissolve**
 We, the members of [Your Company Name, LLC], hereby agree to the
dissolution of the LLC in accordance with the operating agreement and
state law.
3. **Winding Up Affairs**
 All business operations shall cease on the effective date. The remaining
members are responsible for winding up the affairs of the Company,
including but not limited to:
 - Settling outstanding debts and liabilities
 - Liquidating company assets
 - Distributing remaining assets among members
4. **Final Tax Returns**
 [Your Company Name, LLC] shall file all necessary final tax returns and
any other required documents with tax authorities.
5. **Indemnification**
 Each member agrees to indemnify and hold harmless other members from any
claims, liabilities, or obligations arising from the dissolution
proceedings.
6. **Governing Law**
 This agreement shall be governed by the laws of the state of [Governing
Law State].
Please confirm your agreement to the terms stated herein by signing
below. Should you have any questions or require additional
clarifications, do not hesitate to reach out.
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name, LLC]

I, [Recipient Name], hereby agree to the terms of the LLC dissolution as
outlined in this letter.

_____
[Signature]
[Date]
[Printed Name]
[Title]
[Company Name]