

****Template for LLC Termination Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Limited Liability Company (LLC)

Dear [Recipient Name],

I, [Your Name], am writing to formally notify you of my intention to terminate the Limited Liability Company (LLC) known as [LLC Name], which was registered under the laws of [State] on [Date of Formation].

This decision has been made in accordance with the company's operating agreement and the relevant state laws. The following steps will be taken to finalize the termination:

1. ****Settling Debts and Obligations:**** All company debts and obligations will be paid off or settled.
2. ****Asset Distribution:**** Any remaining assets will be distributed among the members as per the operating agreement.
3. ****Filing Articles of Dissolution:**** The necessary documents will be filed with the state to officially dissolve the LLC.

Please consider this letter as the official notice of termination of [LLC Name]. Should you have any questions or require further clarification, feel free to reach out to me at the contact information provided above. Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[LLC Name]

****End of Template****