

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

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

Dear [Recipient's Name],

Subject: Closure of [LLC Name]

I hope this letter finds you well. I am writing to formally notify you of the closure of [LLC Name], effective [Effective Date].

This decision has not been made lightly, and we appreciate the support and collaboration we have received during our time in operation. All final obligations and financial matters will be addressed in accordance with state regulations.

Please let us know if you have any questions or need further assistance regarding this matter.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[LLC Name]