

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: LLC Dissolution Letter

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the decision to dissolve [Your LLC Name], effective [Dissolution Date]. This decision was made after careful consideration and is in accordance with the operating agreement and relevant state laws. Please find enclosed any required documents for the dissolution process.

We ask that you confirm receipt of this letter and provide guidance on any additional steps we need to complete for the official dissolution of the LLC.

Thank you for your support during this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your LLC Name]