

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

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

Subject: Termination of Limited Liability Company (LLC)

Dear [Recipient Name],

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

1. ****Reason for Termination****

- Briefly state the reason for termination (e.g., completion of business objectives, financial issues, etc.).

2. ****Notification of Members****

- Indicate that all members have been notified and agree to the termination.

3. ****Dissolution Process****

- Outline the steps that will be taken to dissolve the LLC, including settling debts, liquidating assets, and distributing remaining assets to members.

4. ****Final Accounting****

- Mention that a final accounting will be provided to all members.

5. ****Contact Information****

- Include your contact information for any questions regarding the termination process.

Thank you for your cooperation during this process.

Sincerely,

[Your Name]
[Your Position]
[LLC Name]