

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

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

Dear [Recipient Name],

Subject: Notice of LLC Dissolution

I hope this message finds you well.

I am writing to formally notify you that [Company Name], a Limited Liability Company, has decided to dissolve and officially cease operations as of [Dissolution Date]. This decision was made after careful consideration and in accordance with [relevant state laws and/or company operating agreement].

All outstanding debts and obligations will be settled, and remaining assets will be distributed among the members as per our operating agreement. We will ensure that all necessary paperwork and filings are completed to comply with state regulations concerning the dissolution process.

Please direct any inquiries related to this dissolution to [designated contact person or legal representative], who can be reached at [contact information].

We would like to take this opportunity to thank you for your support and collaboration during our time in business.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Company Name]