

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

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

Subject: Termination of LLC

Dear [Recipient Name],

I. Introduction

- A. Statement of intent to terminate the LLC
- B. LLC name and formation details

II. Reason for Termination

- A. Brief explanation of the reason (optional)

III. Final Steps

- A. Description of the steps being taken to dissolve the LLC
- B. Notification to relevant parties (creditors, employees, etc.)

IV. Request for Acknowledgment

- A. Request for confirmation of receipt
- B. Contact details for further communication

V. Closing

- A. Express appreciation for the past collaboration
- B. Signature line

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]