

[Your Name]
[Your Title]
[Your LLC Name]
[LLC Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Notice of LLC Dissolution

Dear [Recipient Name],

I am writing to formally notify you that [Your LLC Name], a limited liability company organized under the laws of the state of [State], has decided to dissolve and terminate its business operations, effective [Dissolution Date].

The decision to dissolve the LLC was made in accordance with our operating agreement and the laws of the state of [State]. All known debts and obligations will be settled, and any remaining assets will be distributed among the members.

If you have any questions or need further information regarding the dissolution process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your LLC Name]