

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

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

Subject: Termination of [LLC Name]

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]. Below are the detailed instructions for the termination process:

1. ****Final Meeting****: Schedule a final meeting with all members on or before [Date] to discuss the dissolution process.
2. ****Vote for Dissolution****: Ensure all members vote to approve the dissolution of the LLC. Document the meeting minutes, including the vote outcomes.
3. ****File Articles of Termination****: Prepare and file the Articles of Termination with the Secretary of State in [State] by [Filing Deadline]. Include all required information and fees.
4. ****Notify Creditors and Settle Debts****: Notify all creditors of the LLC regarding the impending dissolution. Settle any outstanding debts and obligations before distributing remaining assets.
5. ****Distribute Remaining Assets****: Once debts are settled, distribute any remaining assets among members according to the operating agreement.
6. ****Cancel Licenses and Permits****: Cancel any business licenses, permits, and registrations associated with the LLC.
7. ****Maintain Records****: Keep all records of the dissolution, including meeting minutes, financial statements, and any correspondence related to the LLC for at least [number] years.

Please confirm your acknowledgment of this letter and your understanding of the outlined steps. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[LLC Name]
[LLC Address]
[City, State, Zip Code]