

[Your Name]
[Your Title]
[Your LLC Name]
[Your LLC Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Member's Name]
[Member's Address]
[City, State, Zip Code]

Dear [Member's Name],

Subject: Termination of Membership in [Your LLC Name]

I hope this letter finds you well. I am writing to formally notify you of the termination of your membership in [Your LLC Name], effective [Date of Termination].

This decision has been made in accordance with the operating agreement of the LLC and after careful consideration by the members.

Please ensure that all outstanding obligations and payments are settled by the termination date. We appreciate your contributions to the business and wish you the best in your future endeavors.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your LLC Name]