

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

Subject: LLC Termination for Tax Purposes

Dear [Recipient Name],

I am writing to formally notify you of the termination of [LLC Name], a limited liability company organized under the laws of [State], effective as of [Termination Date].

All necessary documents have been filed with the appropriate state agencies to confirm the dissolution of the LLC. Please find attached copies of the dissolution paperwork and a final tax return for your records.

If you have any questions or require further information, 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/Position]
[LLC Name]