

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

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Limited Liability Company (LLC)

I am writing to formally notify you of the decision to terminate [LLC Name], effective [Termination Date]. After careful consideration, we have determined that this action is in the best interest of the members due to [briefly state reason, if applicable].

Please consider this letter as the official notice of dissolution as per [state applicable laws or operating agreement provisions]. We will ensure that all outstanding obligations are settled, and the necessary paperwork is submitted to the appropriate state authorities.

I would like to thank you for your support during our operation and wish everyone involved the best in future endeavors.

If you have any questions or require further information, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[LLC Name]