

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Firm Name]
[Firm Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to formally notify you of the termination of [Company Name],
a limited liability company formed under the laws of [State] on
[Formation Date].
Pursuant to the operating agreement and applicable state laws, the
members have decided to dissolve the LLC effective [Dissolution Date].
All necessary steps have been taken to settle creditors' claims,
distribute remaining assets, and comply with state termination
requirements.
Please let me know if you require any further information or
documentation as we proceed with this termination.
Thank you for your assistance during this process.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Company Name]
[Company Address]
[City, State, Zip Code]