

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

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

Subject: Notice of Termination of LLC

Dear [Recipient Name],

This letter serves as official notice of the termination of [Your Company Name, LLC] effective [Termination Date].

We have made this decision after careful consideration, and it is in accordance with our operating agreement and state laws governing LLCs.

Please take note that all necessary filings will be made with the appropriate state authorities to formalize this termination.

We appreciate your support throughout our operational period and wish you continued success.

Sincerely,

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