

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

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

Dear [Recipient Name],

Subject: Termination of [Your LLC Name]

I hope this letter finds you well.

I am writing to formally notify you of the termination of [Your LLC Name], effective [Termination Date]. This decision has been made following careful consideration and in accordance with the operating agreement and applicable state laws.

Please ensure that all pending obligations and responsibilities are addressed by the termination date. Any final distributions or necessary documentation will be processed in adherence to our agreement and relevant regulations.

Thank you for your support and understanding during this process. Should you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,

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