

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, ZIP Code]

Subject: Termination of Limited Liability Company (LLC)

Dear [Recipient's Name],

I am writing to formally notify you of the termination of [Your LLC Name], effective [Termination Date]. This decision has been made after careful consideration, and all necessary steps will be taken to ensure an orderly dissolution of the company.

As required, please find enclosed the following documents:

1. Statement of dissolution
2. Final tax return forms
3. Any additional documentation relevant to the termination

Please confirm the receipt of this termination letter and any further actions needed from my side. I appreciate your cooperation during this process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your LLC Name]