

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

Dear [Recipient Name],

Subject: Notice of LLC Dissolution

I am writing to formally notify you that [Your LLC Name] has decided to dissolve the company, effective [Dissolution Date]. This decision has been made after careful consideration and in accordance with the laws governing our Limited Liability Company.

We will ensure that all outstanding obligations, including debts, taxes, and other liabilities, are settled in a timely manner. Additionally, we will take the necessary steps to complete the winding-up process as required by [State's LLC Dissolution Laws].

Please direct any correspondence regarding the dissolution process or any outstanding matters to my attention at the address listed above. Thank you for your understanding and support during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your LLC Name]