

****LLC Termination Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Termination of [LLC Name]

Dear [Recipient Name],

I am writing to formally notify you of the termination of [LLC Name], as agreed upon by the members of the LLC. Below are the specifics regarding the termination process:

1. ****LLC Information****

- LLC Name: [LLC Name]
- LLC Formation Date: [Formation Date]
- LLC State of Registration: [State]

2. ****Reason for Termination****

- [Briefly explain reason for termination, e.g., completion of project, business decision, etc.]

3. ****Effective Date of Termination****

- The effective date of termination will be [Effective Date].

4. ****Distribution of Assets****

- [Outline the procedure for asset distribution among members or note that this will be addressed separately.]

5. ****Dissolution Steps****

- We will be filing the necessary paperwork with the state to officially dissolve the LLC.

- [Include any other relevant steps you plan to take in the termination process.]

Please acknowledge receipt of this letter and confirm your understanding of the termination process. Should you have any questions or require further details, feel free to contact me.

Thank you for your cooperation throughout our time operating together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position (if applicable)]

[LLC Name]