

Partnership Agreement Dissolution Letter

Date: [Insert Date]

[Partner 1 Name]
[Partner 1 Address]
[City, State, Zip Code]

[Partner 2 Name]
[Partner 2 Address]
[City, State, Zip Code]

Dear [Partner 1 Name] and [Partner 2 Name],

This letter serves to formalize the dissolution of the partnership formed between [Partner 1 Name] and [Partner 2 Name] on [Partnership Start Date]. As per our discussions, we have mutually agreed to dissolve the partnership effective [Dissolution Date].

We will undertake the following steps to ensure a smooth transition:

- Settlement of outstanding debts and obligations.
- Distribution of partnership assets.
- Finalizing financial statements for share distribution.

Once all items have been addressed, we will confirm the dissolution has been completed.

Thank you for your cooperation during this process. Please feel free to reach out for any further discussions or clarifications needed.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]