

Date: [Insert Date]

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

[Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Subject: Final Partnership Dissolution Settlement

Dear [Partner's Name],

I hope this letter finds you well. As we have discussed previously, it is time to finalize the dissolution of our partnership, effective [Insert Date of Dissolution]. This letter serves as a confirmation of our agreed terms regarding the settlement of partnership assets and liabilities.

Settlement Terms:

- **Distribution of Assets:** [Details of asset distribution]
- **Liabilities:** [Details of liability settlement]
- **Final Payments:** [Details of any final payments owed or due]

We have agreed that all matters relating to this dissolution are settled as per the above terms. Please sign and return a copy of this letter to indicate your acceptance of the terms outlined.

Thank you for your cooperation throughout this process. I wish you all the best in your future endeavors.

Warm regards,

[Your Signature]
[Your Printed Name]
[Your Title/Position]

Enclosure: [Copy of Partnership Dissolution Agreement]