

Formal Notice of Partnership Dissolution

Date: [Insert Date]

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

Dear [Partner's Name],

This letter serves as a formal notice of the dissolution of our partnership, [Partnership Name], as of [Effective Date of Dissolution].

Please consider this letter as the official communication regarding the termination of our partnership agreement. According to the terms set forth in our partnership agreement, we will proceed with the following steps to ensure a smooth transition:

1. Conduct an inventory of all partnership assets and liabilities.
2. Settle any outstanding debts and obligations.
3. Equitably distribute the remaining assets.
4. Complete any necessary legal documentation required for dissolution.

We appreciate the time and effort invested in this partnership and wish you success in your future endeavors.

Sincerely,

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