

Partnership Dissolution Letter

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of the decision to dissolve our partnership, [Partnership Name], effective [Dissolution Date]. This decision was made following our recent discussions regarding the changing circumstances affecting our business and future goals.

As we move forward with the dissolution process, we would like to outline our respective future obligations:

- Settlement of outstanding debts and liabilities.
- Division of partnership assets as per our partnership agreement.
- Final tax filings and the allocation of tax liabilities.
- Provision of client notifications regarding the dissolution, if applicable.

We believe it is in our best interest to resolve these matters amicably and cooperatively. Please let us know a suitable time to meet and discuss the necessary steps to ensure a smooth transition.

Thank you for the understanding and professionalism you've shown throughout our partnership. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]