

Partnership Dissolution Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Subject: Partnership Dissolution for Tax Purposes

Dear [Partner's Name],

I am writing to formally notify you of the dissolution of our partnership, [Partnership Name], effective [Effective Date]. This decision was reached after careful consideration, and we believe it is in the best interest of both parties.

As we dissolve our partnership, it is imperative that we take the necessary steps to settle our financial obligations and prepare for tax reporting. We will need to divide our assets and liabilities fairly and comply with all relevant tax laws.

Please let me know a suitable time to discuss the final details of the dissolution process and the required tax documentation.

Thank you for your cooperation throughout our partnership. I wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position in Partnership]
[Your Contact Information]