

# Joint Venture Dissolution Letter

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

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

## **Subject: Dissolution of Joint Venture**

Dear [Partner's Name],

We are writing to formally notify you of the decision to dissolve the joint venture between [Your Company Name] and [Partner's Company Name], originally established on [Date of Joint Venture Agreement].

As per the terms outlined in our joint venture agreement, this decision has been made after careful consideration and mutual agreement. The effective date of dissolution will be [Effective Date].

We will ensure that all outstanding obligations are settled and that both parties have a clear understanding of the division of assets and liabilities. We propose to conduct a final meeting on [Suggested Date] to discuss the details of the dissolution process.

Thank you for the collaboration and efforts put into our joint venture. We appreciate the time spent working together and wish you all the best in your future endeavors.

Sincerely,

[Your Signature]  
[Your Printed Name]