

# Partnership Dissolution Notification

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]

Dear [Partner's Name],

Subject: Notification of Partnership Dissolution

We are writing to formally notify you that we have decided to dissolve our partnership formed on [Insert Partnership Start Date]. This decision was reached after careful consideration and discussions regarding the future of our business.

The effective date of dissolution will be [Insert Effective Date of Dissolution]. We intend to settle any outstanding obligations and ensure a smooth transition for our clients and stakeholders.

Please let us know a convenient time for us to discuss this matter further and outline the necessary steps for the dissolution process. We appreciate the time and effort we have invested together and wish each other success in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]