Final Settlement Letter for Partnership Dissolution

Date: [Insert Date]
[Partner 1 Name]
[Partner 1 Address]
[City, State, Zip Code]
[Partner 2 Name]
[Partner 2 Address]
[City, State, Zip Code]
Dear [Partner 1/Partner 2 Name],
We hereby acknowledge the dissolution of our partnership, [Partnership Name], effective [Dissolution Date]. In accordance with our partnership agreement, we have completed the final settlement process.
The following are the details of the final settlement:
 Total Assets: \$[Total Assets] Total Liabilities: \$[Total Liabilities] Net Assets: \$[Net Assets] Distribution of Assets: [Details of Asset Distribution]
Each partner agrees to the above settlement and releases all claims against each other relating to the partnership. Please sign and return a copy of this letter to confirm your agreement.
Thank you for our time together as partners.
Best regards,
[Your Name] [Your Title] [Partnership Name]
[Partner 1 Name]

[Partner 2 Name]