

Partnership Dissolution Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this letter finds you in good health. This correspondence serves as a formal notification regarding the dissolution of our partnership, [Partnership Name], effective [Effective Date].

The decision to dissolve the partnership was made after careful consideration and mutual agreement. We believe this course of action is in the best interest of both parties.

Please ensure that all remaining operational matters are resolved by the effective date, including the settlement of any outstanding financial obligations.

We want to thank you for the time and effort you have invested in our partnership. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]