

Partnership Dissolution Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally notify you of my decision to dissolve our partnership, effective [Insert Date]. This decision has been made after careful consideration and discussions regarding our business direction and objectives.

As we proceed with the dissolution process, I propose that we meet to discuss the division of assets, outstanding liabilities, and other necessary details to ensure a smooth transition.

Please feel free to reach out to me via phone or email to arrange a suitable time for our meeting. I believe it is in our best interest to handle this matter amicably and professionally.

Thank you for the time we have shared in this partnership. I wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position in Partnership]