

Formal Dissolution of Partnership Letter

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],

I am writing to formally announce the dissolution of our partnership in [Partnership Name], effective [Effective Date of Dissolution]. This decision was made after careful consideration and mutual agreement.

As per our partnership agreement, we will proceed with the following steps to wind down our affairs:

- Settlement of outstanding debts and liabilities.
- Division of remaining assets according to our partnership agreement.
- Final accounting to be completed by [Insert Date].

Please ensure that all necessary documentation is prepared for this dissolution process. I appreciate your cooperation and commitment to closing our partnership responsibly.

Thank you for the time we spent working together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title, if applicable]