

Partnership Dissolution 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 hope this letter finds you well. I am writing to formally notify you of my intention to dissolve our partnership, [Partnership Name], effective [Dissolution Date]. This decision has not come lightly, and after careful consideration, I believe it is the best course of action for both parties involved.

As per our partnership agreement, I would like to initiate the process of dissolving our business operations and settle any outstanding obligations and debt. Please confirm your receipt of this letter, and let us arrange a meeting to discuss the next steps and any necessary arrangements for the transition.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Partnership Name]