

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally discuss the dissolution plan of our partnership. As we have previously talked about, it is important to ensure a smooth transition for both parties involved.

To that end, I propose that we schedule a meeting to discuss the following key points:

- Effective date of dissolution
- Distribution of assets and liabilities
- Settlement of any outstanding debts
- Communication with clients and stakeholders
- Final accounting and tax considerations

Could you please let me know your available times for this discussion? I believe it is essential for us to approach this process with clarity and mutual agreement.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]