

Business Dissolution Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to officially notify you that I, [Your Name], have decided to dissolve my sole proprietorship, [Business Name], effective [Dissolution Date].

As part of the dissolution process, I want to ensure that all tax obligations associated with my business are addressed properly. I understand the following responsibilities must be fulfilled:

- Filing a final tax return for the business, including any income earned up to the dissolution date.
- Paying any outstanding taxes owed to [Relevant Tax Authority].
- Notifying the IRS and local tax agencies regarding the cessation of business.
- Distributing any remaining assets after settling all debts.

Please let me know if there are any further requirements or documents needed to complete the dissolution process. I appreciate your assistance during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Business Name]