

Business Dissolution Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Tax Reporting Requirements Upon Business Dissolution

Dear [Recipient Name],

We wish to inform you that [Company Name] has decided to proceed with the dissolution of the business effective [Dissolution Date]. In accordance with IRS regulations and state laws, we are required to fulfill certain tax reporting obligations before finalizing the dissolution process.

The following outlines the necessary steps and requirements for completing tax reporting related to our business dissolution:

- File final corporate tax returns for the year of dissolution.
- Ensure all employment taxes are up to date and filed.
- Distribute remaining assets to shareholders and report any capital gains or losses.
- Notify the state tax agency of our dissolution and settle any outstanding state taxes.

We appreciate your cooperation and support throughout this process. Should you have any questions or require further clarification, please feel free to reach out at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]