

# 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]

## **Subject: Notice of Partnership Dissolution**

Dear [Partner's Name],

I am writing to formally notify you of my decision to dissolve our partnership effective [Insert Dissolution Date]. This decision has been made after careful consideration, and I believe it is in the best interest of both parties.

In accordance with our partnership agreement, we will follow the steps outlined below to ensure a smooth dissolution process:

1. Settlement of all outstanding debts and obligations.
2. Sale or distribution of partnership assets.
3. Final accounting of profits and losses.
4. Filing necessary dissolution paperwork with the state.

Please let me know a suitable time for us to meet and discuss the dissolution process further. I appreciate your cooperation as we navigate this transition.

Thank you for the time we have spent working together.

Sincerely,

[Your Name]

[Your Position]