

Notification of Shared Business Dissolution

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you that we have mutually agreed to dissolve our business partnership for [Business Name], effective [Effective Date]. This decision comes after careful consideration and is in the best interest of both parties.

As we move forward with the dissolution process, we will ensure that all outstanding obligations, assets, and liabilities are addressed appropriately. We propose to hold a meeting on [Proposed Date] to discuss the next steps and the distribution of business assets.

Please confirm your availability for the meeting or suggest an alternative date if necessary. We appreciate your cooperation during this transition period and look forward to navigating this process amicably.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]