

Partnership Wind-Up Notification

Date: [Insert Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to officially notify you of the decision to wind up our partnership, [Partnership Name], effective [Effective Date]. After thorough consideration and discussion, we have concluded that it is in the best interest of all parties involved to dissolve the partnership.

Over the next few weeks, we will be taking the necessary steps to settle any outstanding obligations and divide the partnership assets and liabilities as per our partnership agreement.

Please let us know your availability for a meeting to discuss this matter further and outline the wind-up process.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Partnership Name]

[Your Contact Information]