

Letter of Dissolution of Partnership Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We hereby inform you that the partnership between [Your Name] and [Partner's Name], known as [Partnership Name], is dissolved effective [Effective Date]. This decision has been made mutually and is in accordance with our partnership agreement.

All assets and liabilities of the partnership will be settled, and any remaining profits will be divided according to the terms outlined in our agreement. We will ensure that all necessary paperwork is completed for this process.

Please let us know your availability for a meeting to discuss the terms of dissolution and any necessary procedures moving forward.

Thank you for the partnership and wishing you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]