[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE OF DISSOLUTION**

Dear [CONTACT NAME],

Notice is hereby given in accordance with the provisions of [AGREEMENT TITLE], section [SECTION] that:

The partnership heretofore existing between [PARTNER A] and [PARTNER B], under the fictitious name of [FICTITIOUS NAME OF PARTNERSHIP] at [ADDRESS], is now dissolved by mutual consent.

That [PARTNER A, FULL ADDRESS], has withdrawn from [SPECIFY] and is no longer associated in the conducting of said business, and [PARTNER B, FULL ADDRESS], will conduct said business hereafter, has assumed all of the outstanding obligations of said business incurred both heretofore and hereafter, and is entitled to all of the assets of said business.

Said partnership is dissolved as of [DATE].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]