

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

RE: Notice of Legal Representation Regarding the Dissolution of [Corporation Name]

To the Shareholders of [Corporation Name]:

Please be advised that [Law Firm Name] has been retained by [Corporation Name] (the "Company") to act as legal counsel in connection with its formal dissolution and the winding up of its business affairs.

On [Date], the Board of Directors recommended, and the Shareholders subsequently approved, the voluntary dissolution of the Company. This letter serves to formally notify you of our role in assisting the Company with the following processes:

- Filing the Articles of Dissolution with the Secretary of State.
- Notifying known creditors and resolving outstanding liabilities.
- Overseeing the orderly liquidation of corporate assets.
- Distributing remaining assets to shareholders in accordance with their respective ownership interests.

As counsel for the Company, we represent the corporate entity itself and not any individual shareholder, director, or officer. We recommend that you consult with your own legal or tax advisor regarding the specific impact this dissolution may have on your personal interests.

We will provide periodic updates regarding the progress of the liquidation and the timing of any final distributions. If you have any questions regarding the administrative process, please direct them to our office in writing.

Sincerely,

[Attorney Name]
[Law Firm Name]