

Date: [Insert Date]

To: [Partner Name]
[Partner Address]
[City, State, Zip Code]

Re: Notice of Intent to Dissolve Partnership and Proposal for Good Faith Resolution

Dear [Partner Name],

I am writing this letter to formally propose the dissolution of our partnership, [Partnership Name], effective [Proposed Dissolution Date].

This decision has been reached after careful consideration of our current business objectives and professional directions. My goal in sending this letter is to ensure that we conclude our business relationship in a professional, equitable, and amicable manner that protects the interests of both parties and upholds our mutual obligations.

In the spirit of good faith, I propose the following steps to resolve the partnership affairs:

- **Asset Distribution:** A complete inventory of all business assets to be divided as per our partnership agreement or a mutually agreed-upon valuation.
- **Debt and Liability Settlement:** A transparent accounting of all outstanding debts, taxes, and obligations to be settled using firm assets prior to final distribution.
- **Client and Contract Transition:** A collaborative plan to notify clients and vendors to ensure minimal disruption and fulfill existing contractual duties.
- **Records Retention:** An agreement on the storage and accessibility of business records and financial documents for future legal or tax purposes.

I suggest we meet on [Insert Date/Time] at [Insert Location/Virtual Platform] to discuss a formal Dissolution Agreement. I am committed to negotiating all terms fairly and am open to mediation if we find ourselves unable to agree on specific points.

Please acknowledge receipt of this letter by [Insert Date]. I look forward to resolving this matter constructively and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Contact Information]