

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Partnership Buyout

Dear :

The partnership of abc and def is not longer in existence due to def buying out abc. The company that was known as abcdef is no longer in operation. As of date, the company known as abcdef, will be known as 123. The companies had been in negotiations for some time regarding this buyout. This change will not affect the employees of the company formally known as abcdef.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E