Date

Dear Mr. Johnathan,

I am writing this letter to notify your company about the dissolution of our corporation ABC Limited. It will be effective from 1st September 20XX.

It has been a pleasure to work with you. Your company has always been a reliable supplier of raw materials, which is why we signed a long-term contract with XYZ Limited to be our constant supplier. However, our company has been facing financial issues, and we had no choice other than to dissolve, to pay off our creditors.

As ABC Limited will no longer exist as a corporation from 1st September 20XX, all our contracts are subject to that date as well. We apologize for any inconvenience, but we are terminating our contract with XYZ Limited from 31st July 20XX. We are providing a one-month notice so that you can search for more clients as well as we can clear all your dues.

We apologize again and wish you the best of luck.

Thank you.

Regards,  
Samantha David.