

MEMORANDUM FOR 100 FSS/CC

FROM: (Private Organization)

SUBJECT: Dissolution of (Name of Private Organization)

1. This memorandum serves as formal notification that the (Name of Private Organization) plans to dissolve pursuant to Article VII of the constitution.
2. The (Name of Private Organization) will follow the below time line in dissolving:
 - a.
 - b.
3. All outstanding debts have been discharged and the bank account has been reconciled.
4. Please direct any questions to (Point of Contact) at (Phone Number).

Your name here
(Official Position, Private Organization)