**SAMPLE WRITTEN NOTICE TO KNOWN CLAIMANTS**

**How to use this template:**

The specific information to insert is [in brackets in red text]. Once the information has been inserted, the brackets and bracketed text should be deleted and modified to a black font.

Delete this entire text box before proceeding.



Notice is hereby given, pursuant to Section 450.4806 of the Michigan Limited Liability Company Act to all persons who have claims against [INSERT COMPANY NAME], a Michigan limited liability company (the “Company”) that the Company was dissolved effective [INSERT DATE].

Any person having a claim against the Company must submit to the Company a written statement setting forth sufficient information to inform the Company of the identity of the claimant and the substance of the claim and to allow the Company to reasonably determine whether to accept or reject the claim. This information must include: (1) the basis of the claim and how it arose, (2) the date or dates on which the claim arose, (3) the amount of the claim (if known) or a reasonable estimate of the amount of the claim, and (4) the name and address of the claimant. Accompanying the description of the claim shall be copies of all invoices, statements, billing or other documentation which evidence the claim. All claims and supporting material must be submitted to the Company, at the following address:

[INSERT CORPORATION NAME]

[INSERT ATTN: (INDIVIDUAL NAME)]

[INSERT ADDRESS}

[INSERT CITY, STATE, ZIP]

If the written statement and any supporting materials received from a claimant do not provide sufficient information, the Company may demand additional information to permit it to make a reasonable judgment as to whether a claim should be accepted or rejected.

The Company must receive the written statement of claim, together with supporting documentation, no later than [insert date that is least 6.5 months plus days after the letter is mailed by first class mail]. Any claim not received by such date will be barred, as a matter of law, in accordance with MCL 450.4806(3).