

# Partnership Agreement Closure

Date: [Insert Date]

To,

[Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this letter finds you well. This letter serves as a formal notice regarding the closure of our partnership agreement dated [Insert Agreement Date]. After careful consideration and mutual agreement, we have decided to conclude our partnership effective [Insert Closure Date].

We appreciate the time and effort both parties have invested during our partnership and wish to express our gratitude for the experiences shared. We believe this decision is in the best interest of both parties moving forward.

We will ensure that all outstanding obligations are settled by the closure date mentioned above.

Please confirm your acceptance of this agreement closure by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

Signed on: \_\_\_\_\_