Notice of Termination of Partnership Contract

Date: [Insert Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
We are writing to formally inform you of our decision to terminate the partnership contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. This decision is effective [Insert Termination Date].
Please consider this letter as the official notice as per the terms described in the partnership agreement.
We appreciate the collaboration we have had and wish you the best in your future endeavors.
Thank you.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]