

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to terminate the partnership between [Your Company Name] and [Partner's Company Name], effective [effective termination date].

This decision has not been made lightly, and it is a result of [brief reason for termination, if applicable]. We value the time and effort that you have dedicated to our collaboration and appreciate the successes we have achieved together.

Please let us know how we can assist in transitioning our current projects and responsibilities smoothly. We are committed to ensuring that this process is as seamless as possible.

Thank you once again for your partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]