

Announcement of Business Partnership Closure

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, we have decided to close our business partnership with [Partner's Company Name] effective [Closure Date].

This decision was not made lightly, and we are grateful for the collaboration and support we have shared over the past [Insert Duration]. We have achieved many milestones together, and those experiences will always hold value.

We are committed to ensuring a smooth transition during this time and will make every effort to fulfill our remaining obligations. Please do not hesitate to reach out to us with any questions or concerns.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]