

Date: [Insert Date]

[Team Name]

[Team Address]

[City, State, Zip Code]

Dear [Team Manager's Name],

We are writing to formally notify you of the closure of our contract regarding [specific contract details, e.g., player sponsorship, team participation] effective as of [closure date]. After careful consideration, both parties have agreed to conclude our partnership at this juncture.

We appreciate the collaboration and efforts put forth during our time working together, and we are grateful for the opportunities that arose from this partnership. Please ensure that all final payments and outstanding obligations are settled by [final settlement date].

Should you require any further information or assistance during this transition, do not hesitate to contact us.

Thank you once again for your cooperation. We wish [Team Name] continued success in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]