

# Letter of Cessation of Joint Venture Partnership

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your City, State, Zip Code]

To: [Partner's Name]  
[Partner's Position]  
[Partner's Company Name]  
[Partner's Company Address]  
[Partner's City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of our decision to cease the joint venture partnership between [Your Company Name] and [Partner's Company Name], effective [Effective Date]. This decision has been made in accordance with the terms outlined in our Joint Venture Agreement dated [Agreement Date].

We believe that this decision is in the best interest of both parties given [brief reason for cessation]. We appreciate the collaboration and efforts put forth during our partnership and wish you all the best in your future endeavors.

Please let us know if you require any further information or if there are any outstanding matters that we need to address prior to the cessation taking effect.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]