

Joint Venture Agreement Discontinuation

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of our intention to discontinue the joint venture agreement dated [Insert Date of Agreement], between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in the agreement, we are providing [Insert Notice Period] notice of our decision.

We appreciate the collaboration and efforts made during our partnership. However, due to [briefly explain reason if appropriate], we believe that this is the best course of action for both parties.

We propose to meet on [Insert Proposed Date] to discuss the necessary steps for the wind-down process, including the settlement of any pending obligations.

Thank you for your understanding and cooperation throughout this process.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company Name]