

# Business Alliance Termination Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally inform you of our decision to terminate the business alliance between [Your Company Name] and [Recipient's Company Name] effective [Termination Date]. This decision was reached after careful consideration and is aligned with our current business objectives.

We appreciate the collaboration and efforts made throughout the duration of our partnership and wish you continued success in your future endeavors. We will ensure a smooth transition and fulfill any outstanding obligations as per our agreement.

Thank you for the time and resources invested in our alliance.

Best regards,

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