

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

[Date]

[Partner's Name]
[Partner's Title]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Wind-Up of Partnership

I am writing to formally communicate our decision to wind up our partnership, [Partnership Name], effective [Date]. This decision has not been made lightly but is deemed necessary due to [brief explanation of reasons].

We will begin the process of finalizing all outstanding matters, including settling accounts and distributing assets. Please ensure that all relevant documents and information are gathered to facilitate a smooth winding-up process.

We appreciate the efforts and cooperation you have provided throughout our partnership and hope to maintain a positive relationship moving forward.

Kindly acknowledge receipt of this letter and confirm your agreement to the proposed course of action.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]