

Partnership Closure Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We would like to formally acknowledge the collaborative partnership between [Your Organization Name] and [Recipient Organization Name] that commenced on [Start Date]. Over the course of our partnership, we have achieved numerous milestones, including [Briefly list key achievements or projects].

As we move forward, we have mutually agreed to conclude our partnership effective [Closure Date]. This decision has been made in light of [briefly explain the reasons for closure, if applicable]. We value the relationship we have built and appreciate the efforts and dedication displayed by your team throughout our collaboration.

We believe this closure will allow both organizations to focus on new opportunities and initiatives that align with our individual goals. We are committed to ensuring a smooth transition and will assist in finalizing any outstanding matters.

On behalf of [Your Organization Name], I would like to extend our gratitude for your support and cooperation. We hope to maintain a positive relationship moving forward and welcome potential opportunities to collaborate in the future.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]