

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Subject: Notice of Dissolution of Cooperative Agreement

Dear [Recipient Name],

We are writing to formally notify you of the dissolution of the cooperative agreement between [Your Organization] and [Recipient Organization], originally executed on [Original Agreement Date]. This decision has been made after a thorough discussion and mutual agreement between the involved parties.

As per the terms of the cooperative agreement, we will ensure that all outstanding responsibilities and obligations are amicably settled. We propose to conclude all activities related to this agreement by [Dissolution Date]. Please feel free to reach out should you need to clarify any final details or arrangements.

We appreciate the collaboration and efforts put forth by both parties during the duration of this agreement. We remain open to potential future partnerships.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]