

Chamber of Commerce

Date: [Insert Date]

[Your Name]

[Your Title]

[Chamber of Commerce Name]

[Chamber Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Termination of Partnership

Dear [Recipient's Name],

We write to formally notify you of our decision to terminate the partnership between [Chamber of Commerce Name] and [Recipient's Organization Name], effective [Termination Date]. This decision, though difficult, has been made after careful consideration of our current goals and future direction.

We appreciate the collaboration and efforts made by both parties during the course of our partnership. It has been a valuable experience, and we wish you continued success in your endeavors.

Please ensure that all outstanding obligations are settled by the termination date. We hope to keep the door open for potential future collaborations under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Chamber of Commerce Name]