

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to formally notify you of the termination of our partnership, effective [Insert Termination Date]. After careful consideration and deliberation, we believe this decision is in the best interest of all parties involved.

We want to express our heartfelt gratitude for your support and collaboration throughout our partnership. It has been a pleasure working together, and we are proud of what we have accomplished.

We assure you that we will ensure a smooth transition and will keep you updated regarding any outstanding matters. Please feel free to reach out to us if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]