

Partnership Termination Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of our business partnership, effective [Insert Termination Date]. This decision has been made after careful consideration and is in the best interest of both parties.

As per the terms of our partnership agreement, we will proceed with the necessary steps to wind down our business activities and settle any outstanding obligations. Please ensure that all relevant documents and records are made available for review during this process.

I appreciate the efforts and contributions you have made during our partnership. I wish you all the best in your future endeavors.

Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]