

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

## **Subject: Termination of Partnership Agreement**

Dear [Partner's Name],

I hope this message finds you well. This letter serves as formal notice of my intention to terminate the partnership agreement dated [Insert Date of Agreement] between us.

As per the terms outlined in the agreement, I am providing [Insert Notice Period] notice of termination. The last day of our partnership will be [Insert Last Day of Partnership].

Please let me know how you would like to proceed with the final settlement of accounts and any outstanding matters.

Thank you for the collaboration and experiences we have shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title (if applicable)]