

# Partnership Discontinuation Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you that, after careful consideration, we have decided to discontinue our partnership with [Company Name], effective [Insert Date]. This decision was not made lightly, and we appreciate the collaboration and support we have shared during our time together.

While we will no longer be working together on [specific projects or services], we remain open to exploring future cooperation possibilities. We value the relationship we have built, and we hope to maintain a positive connection as we move forward.

Please feel free to reach out if you would like to discuss potential opportunities for collaboration in the future. We wish [Company Name] continued success.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]