

Partnership Discontinuation Notice

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Partner's Name]
[Partner's Position]
[Partner's Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We regret to inform you that due to ongoing financial difficulties, we have made the difficult decision to discontinue our partnership effective [Insert Effective Date]. This decision was not made lightly, and we genuinely appreciate the efforts and resources that you have invested in our collaboration.

We hope to maintain a cordial relationship as we move forward and wish you success in your future endeavors. Please let us know if there are any outstanding matters that need to be addressed during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]