

Partnership Discontinuation Notice

Date: [Insert Date]

To: [Partner's Name]
[Partner's Organization]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to discontinue our partnership effective [Insert Discontinuation Date].

We are extremely grateful for the collaboration and support we have shared during our time working together. The journey has been enriching, and we appreciate the dedication and professionalism you and your team have provided.

While our partnership is coming to a close, we genuinely value the experiences and achievements that we have accomplished together. We wish you and your organization continued success in all your future endeavors.

Thank you once again for everything. Please feel free to reach out if you have any questions or wish to discuss this further.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]