

# Partnership Discontinuation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

## **Subject: Discontinuation of Partnership**

Dear [Partner's Name],

I am writing to formally notify you of my decision to discontinue our partnership effective [Insert Effective Date]. This decision has not been made lightly, and I appreciate the time we have worked together.

As we prepare to dissolve our partnership, I request that we arrange for a final settlement of our accounts and any outstanding obligations. Please let me know a suitable time for us to discuss the specifics and finalize this process.

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]