

Letter of Intent to Withdraw from Partnership

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]

Dear [Partner's Name],

I am writing to formally inform you of my intent to withdraw from our partnership in [Partnership Name], effective [Effective Date]. This decision has not been made lightly, but after careful consideration, I believe it is in my best interest to pursue other opportunities.

I appreciate the experiences we have shared and the lessons learned during our time together in this partnership. I am committed to ensuring a smooth transition and will do my utmost to assist in wrapping up any outstanding matters.

Thank you for your understanding. Please feel free to reach out to discuss the next steps in this process.

Sincerely,

[Your Name]