

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Subject: Amicable Termination of Partnership

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally discuss the amicable termination of our partnership, [Partnership Name], effective [Termination Date]. After careful consideration and discussion, we have both come to the conclusion that this decision is in our best interests.

We will ensure that all assets, liabilities, and remaining obligations are resolved in a fair and efficient manner. I believe that our collaboration has provided valuable experiences and opportunities for growth for both of us, and I am grateful for the time we have worked together.

I propose that we schedule a meeting to finalize the details and ensure a smooth transition. Please let me know your availability so we can address any outstanding matters.

Thank you for your understanding and cooperation. I look forward to concluding this chapter positively.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]