

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

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

Dear [Partner's Name],

Subject: Termination of Business Partnership

I hope this letter finds you well. I am writing to formally notify you of our decision to terminate the business partnership between [Your Company Name] and [Partner's Company Name], effective [Termination Date].

This decision has been made after careful consideration, and we believe it is in the best interest of both parties. We are committed to ensuring an orderly and amicable dissolution of our partnership.

Please let us know how you would like to proceed with settling any remaining obligations and responsibilities. We aim to facilitate a smooth transition.

Thank you for the collaboration and opportunities we shared during our partnership. We wish you the best in your future endeavors.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]