

Notification of Termination of Project Partnership Agreement

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Position]

[Partner's Organization]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of our decision to terminate the Project Partnership Agreement dated [Start Date of Agreement], in accordance with the terms outlined in Section [specific section] of the agreement.

This decision will be effective as of [Effective Termination Date]. We believe that this conclusion is in the best interest of both parties, and we appreciate the collaboration and efforts made throughout our partnership.

We will ensure that all final project duties and responsibilities are completed as per our contractual obligations before the termination date. Please let us know if there are any outstanding matters that we should address.

Thank you for your partnership, and we wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]