

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you that we have decided to terminate our collaboration on the [Project Name] effective [Termination Date]. This decision was not made lightly, and it reflects our current business needs and strategic direction.

We appreciate the efforts and contributions made by you and your team during our collaboration. Your insights and work have been valuable, and we wish you success in your future endeavors.

Please let us know if there are any remaining obligations or matters that require attention before we finalize this termination.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]