

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Partner's Name]
[Partner's Address]
[City, State, ZIP Code]

Dear [Partner's Name],

I hope this letter finds you well. It is with a heavy heart that I write to formally inform you of my decision to dissolve our partnership due to irreconcilable differences that have arisen over time.

Our collaboration has brought both successes and challenges, but I believe that continuing our partnership is no longer in the best interest of either of us. I genuinely appreciate the time and effort we have invested together, and I hold no ill feelings towards you.

I propose that we meet to discuss the logistics of concluding our partnership, including any outstanding matters that need to be addressed. My intention is to ensure a smooth transition and to settle all affairs amicably.

Thank you for the moments we shared. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]