

Collaborative Agreement Release

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Release of Collaborative Agreement

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to formally release the collaborative agreement dated [Insert Date of Agreement], between [Your Organization] and [Recipient's Organization].

After thorough consideration, we have decided to terminate our collaborative efforts as outlined in the aforementioned agreement. This decision has been made in the best interest of both parties, allowing us to pursue separate avenues moving forward.

We are committed to ensuring a smooth transition and are open to discussing any outstanding matters regarding the conclusion of our collaboration. We appreciate the contributions made by your organization during our partnership and wish you all the best in your future endeavors.

Please acknowledge receipt of this letter. If you have any questions or require further clarification, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]