

# Partnership Closure Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

## Subject: Partnership Closure Terms

Dear [Partner's Name],

We are writing to formally discuss the terms regarding the closure of our partnership, effective [Closure Date]. This letter outlines the responsibilities and agreements we have mutually agreed upon:

### 1. Final Accounting

All financial matters and outstanding invoices will be settled by [Final Settlement Date].

### 2. Distribution of Assets

The distribution of partnership assets will be handled as follows: [Details of Asset Distribution].

### 3. Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive information exchanged during the partnership.

### 4. Release of Liability

Upon completion of the closure process, both parties agree to release each other from any future claims related to the partnership.

We appreciate the time and effort we have together invested in this partnership. Please review these terms and confirm your agreement by signing below.

Sincerely,

[Your Name]

**Agreement**

I, [Partner's Name], hereby agree to the terms outlined above.

\_\_\_\_\_ *Signature*

Date: \_\_\_\_\_