

Partnership Conclusion Discussion

Date: [Insert Date]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally conclude our partnership discussions regarding [specific project or collaboration name]. After careful consideration, we believe it is in our best interest to [explain outcome, e.g., part ways, continue collaboration, or adjust terms].

We appreciate the opportunities we've had to work together and the insights shared during our discussions. Your contributions have been invaluable, and we hope to maintain a positive relationship moving forward.

Please let us know a convenient time for you to discuss this further, or if you prefer, we can finalize everything via email.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]