

Partnership End Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the conclusion of our partnership, I would like to formally address the end of our collaboration. Together, we have achieved significant milestones that have contributed to our growth and success.

As per our prior discussions, I believe it is in our mutual interest to conclude our partnership on amicable terms. I propose that we schedule a meeting to discuss the final wrap-up of our projects and any outstanding obligations.

Thank you for the collaboration and the journey we have shared. I look forward to your response and hope to ensure a smooth transition as we move forward separately.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]