

# Ending Partnership Agreement

[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 message finds you well. I am writing to formally notify you of my decision to end our partnership agreement dated [date of the original partnership agreement]. After careful consideration, I believe this is the best course of action for both parties.

As per the terms of our agreement, I will ensure that all outstanding matters are settled by [settlement date]. I value the time we've spent working together and appreciate the efforts and contributions you have made.

Please let me know a suitable time for us to discuss any remaining issues and the transition process.

Thank you for your understanding.

Sincerely,  
[Your Name]