

Termination of Business Partnership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Subject: Termination of Business Partnership

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate our business partnership, effective [Termination Date]. This decision was made after careful consideration and discussion.

As per our partnership agreement, I will ensure that all obligations are met and the necessary steps are taken to conclude our business affairs. I believe it is in our best interest to move forward separately and wish you success in your future endeavors.

Please let me know the next steps you believe are necessary to finalize this process, including any outstanding financial matters.

Thank you for the time we have spent working together.

Sincerely,

[Your Name]

[Your Title]