

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. As we approach the conclusion of our partnership, I would like to request a meeting to discuss the exit review process. It is important for us to evaluate our collaboration and gather insights that can be beneficial for both parties moving forward.

Please let me know your availability in the upcoming weeks so we can schedule a convenient time for this discussion.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]