

Closure Notice

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to close our partnership agreement dated [Insert Date of Partnership Agreement] due to the lack of activity and mutual benefits. After careful consideration, we believe this is the best course of action moving forward.

Please consider this letter as our official notice of termination, effective [Insert Effective Date]. We appreciate the efforts made during our partnership and wish you continued success in your future endeavors.

If you have any questions or require further clarification, please do not hesitate to contact us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]