

# Letter of Termination of Dormant Partnership Agreement

Date: [Insert Date]

[Partner 1 Name]  
[Partner 1 Address]  
[City, State, Zip Code]

[Partner 2 Name]  
[Partner 2 Address]  
[City, State, Zip Code]

Dear [Partner 2 Name],

We are writing to formally notify you of the termination of our dormant partnership agreement dated [Insert Date of Agreement]. After careful consideration, we believe it is in our best interest to conclude our partnership due to [brief reason for termination, e.g., inactivity, changes in business direction, etc.].

We acknowledge that since [insert last active date/period], the partnership has remained dormant and we have not engaged in any business activities. This letter serves as our official notice of termination as per the terms outlined in Section [insert section number if applicable] of our partnership agreement.

Please let us know if there are any outstanding matters we need to address before concluding our agreement. We appreciate the time we have worked together and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title or Position]  
[Your Company Name]  
[Your Contact Information]