

Partnership Cancellation Due to Inactivity

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Title]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this letter finds you well. We are writing to formally notify you of the cancellation of our partnership due to a prolonged period of inactivity.

Despite our efforts to engage and revitalize our collaboration, we have noticed minimal activity over the past [specify duration], leading us to believe that this partnership no longer serves the interests of both parties effectively.

As per our agreement, we will ensure all outstanding matters are resolved before the formal termination takes effect on [specify termination date]. We appreciate the time and resources invested in this partnership and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]