

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Collaborator's Name
Collaborator's Position
Collaborator's Company
Collaborator's Address
City, State, Zip Code

Dear [Collaborator's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to terminate our partnership effective [termination date]. After careful consideration, we have recognized that there has been a consistent lack of activity in our collaboration.

We appreciate the time and effort you have dedicated, but we believe that it is in the best interest of both parties to discontinue our partnership at this time.

Should you have any outstanding matters to address, please feel free to reach out at your convenience.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]