

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Partner's Name]
[Partner's Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to cancel our partnership, as per the terms outlined in our partnership agreement dated [date of agreement].

This decision has not been made lightly, and I believe it is in the best interest of both parties to part ways at this juncture. I would like to ensure that we can wrap up our affairs professionally and amicably.

Please let me know a suitable time for us to discuss this further and finalize any outstanding matters.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]