

Partnership Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally confirm the closure of our partnership, effective [Insert Effective Date]. This decision has been made after careful consideration, and we believe it is in the best interest of both parties.

Please ensure that all outstanding matters are settled by the closure date. We appreciate the collaboration we have had and wish you and your team all the best in future endeavors.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]