

Business Partner Change Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are writing to inform you of a change in our business partnership structure. Effective [Effective Date], [New Partner's Name] will be joining our partnership, while [Departing Partner's Name] will be leaving.

[Brief explanation of the reason for the change and any implications for the business relationship.]

We appreciate your ongoing support and commitment to our partnership. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]