

Notification of Partner Change

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you of a recent change in our partnership structure that may affect our collaboration.

As of [Effective Date], [Former Partner's Name] will no longer be a partner with our organization. We would like to take this opportunity to thank [him/her/them] for the contributions made during the partnership period.

Going forward, we are pleased to announce that [New Partner's Name] will be joining us as our new partner. [New Partner's Name] brings a wealth of experience in [brief description of expertise or background] and we are confident that this change will enhance our capabilities in serving you better.

We value your relationship with us and would like to assure you that this transition will be seamless and will not affect our commitment to providing you with the highest level of service.

If you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]