

Partner Replacement Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in our partnership. Effective [Start Date], [Outgoing Partner's Name] will be replaced by [Incoming Partner's Name] due to [reason for replacement].

[Incoming Partner's Name] brings a wealth of experience in [briefly describe expertise], and we are confident that this transition will enhance our collaboration and drive mutual success.

We appreciate your understanding during this change and are committed to ensuring a smooth transition. Please feel free to reach out to us if you have any questions or need further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]