

# Business Alliance Dissolution Letter

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Dissolution of Business Alliance**

Dear [Recipient Name],

We are writing to formally notify you of our decision to dissolve the business alliance between [Your Company Name] and [Recipient Company Name], effective [Effective Date]. This decision has been reached after careful consideration and consultation with our respective teams.

We believe that this step is in the best interest of both parties, given the changes in our business strategies and market focus. We appreciate the collaboration and mutual benefits that our alliance has provided thus far.

We kindly request that any ongoing projects or commitments be concluded by the above date. Please let us know how we can assist in this transition.

We wish [Recipient Company Name] continued success in the future. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]