

Partnership Closure Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally notify you of the closure of our partnership arrangement, effective [Insert Effective Date]. After careful consideration, I believe it is in our best interest to part ways at this time.

Please ensure all final accounts and dissolution procedures are completed by [Insert Finalization Date]. I appreciate the time and effort we have invested in this partnership and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]