

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Termination of Joint Venture Agreement

Dear [Recipient Name],

We are writing to formally communicate our decision to terminate the joint venture agreement between [Your Company Name] and [Recipient Company Name], signed on [Date of Agreement].

After careful consideration, we believe that it is in the best interests of both parties to conclude the joint venture. As per the terms outlined in the agreement, we are providing this notice [insert notice period if applicable].

We acknowledge the contributions made by both parties during this collaboration and appreciate the efforts that were put into the venture.

Please let us know how you would like to proceed with the dissolution of our partnership, including the settlement of any outstanding obligations.

We wish [Recipient Company Name] all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]