

Subject: Termination of Sponsorship Collaboration

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to end our sponsorship collaboration with [Sponsor's Company/Organization Name], effective [End Date].

We appreciate the partnership we have had and the support you have provided during our collaboration. Your contributions have played a significant role in [mention specific achievements or experiences].

As we move forward, we are committed to ensuring a smooth transition and will ensure that all outstanding matters are settled by the end date. Please feel free to reach out if you have any questions or need further clarification during this process.

Thank you once again for your valuable support, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]