

Sponsorship Relationship Dissolution

Date: [Date]

[Your Name]
[Your Position]
[Your Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inform you of our decision to dissolve our sponsorship relationship with [Recipient Organization] effective [Effective Date]. This decision comes after careful consideration of our current strategic direction.

We appreciate the partnership we have shared over the past [duration of partnership], and we want to express our gratitude for the efforts and commitment your team has invested during this time.

Please ensure that all remaining obligations on both sides are completed by the effective date mentioned above. Should you have any questions or require further assistance during this transition, feel free to reach out to me directly.

Thank you once again for your support and collaboration. We wish you and your organization continued success in the future.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Phone Number]
[Email Address]