

Sponsorship Termination Notice

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we are terminating our sponsorship agreement with [Recipient's Organization] effective [Termination Date]. This decision was made after careful consideration and is based on [brief reason for termination, if appropriate].

Please ensure that any outstanding matters related to our sponsorship are resolved by the termination date. We appreciate the time and effort put forth in our partnership.

Thank you for your understanding. We wish [Recipient's Organization] continued success in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]