

# Termination of Partnership Relations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of the termination of our partnership, effective [Insert Termination Date]. After careful consideration, we believe that this decision is in the best interest of both parties.

Please ensure that all outstanding matters between us are settled promptly. We will need to arrange for the division of assets and liabilities according to our partnership agreement.

Thank you for the time we have shared in partnership. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Your Company Name] (if applicable)