

Formal Business Termination Letter

Subject: Termination of Business Relationship

Dear [Recipient Name],

We regret to inform you that after careful consideration, [Your Company Name] has decided to terminate our business relationship with [Recipient Company Name], effective [Termination Date].

This decision was not taken lightly, and it results from [brief reason, e.g., strategic realignment, contractual non-compliance]. We sincerely appreciate the collaboration and efforts during our partnership and wish your organization continued success.

Please ensure that any pending obligations are completed by the termination date. For any queries regarding this termination, feel free to contact me directly.

Sincerely,

[Your Name]

[Position]

[Company Name]

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