

Formal Partnership Cancellation Letter

Subject: Termination of Partnership

Dear [Partner Name],

This letter is to formally notify you of our decision to terminate the partnership between [Your Company Name] and [Partner Company Name], effective from [Termination Date]. The decision has been reached after careful consideration of our business objectives and mutual interests.

We request that all pending matters be settled promptly, and all shared responsibilities be concluded in accordance with our partnership agreement. Thank you for the collaboration during our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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