

Formal, Official Termination Letter

Subject: Termination of Partnership Agreement

Dear [Partner's Name],

I am writing to formally notify you that, as of [termination date], our partnership agreement dated [original agreement date] will be terminated. This decision has been made after careful consideration and aligns with the terms outlined in our agreement regarding termination.

Please ensure that all pending obligations are fulfilled and all partnership-related accounts are reconciled before the termination date. We value the collaboration we have had and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

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