

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Partnership/Contract

I am writing to formally notify you of the termination of our agreement concerning [briefly describe the nature of the agreement or partnership] effective [termination date].

This decision has not been made lightly, and I appreciate the efforts and collaboration we have shared during our partnership.

I kindly request that you complete any outstanding obligations and provide any necessary documentation by [specific deadline if applicable].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]