

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

[Partner's Name]
[Partner's Title]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well.

I am writing to formally notify you of our decision to close our business partnership as of [Effective Date]. After careful consideration, we believe this is the best step forward for both parties involved.

We appreciate the collaboration and efforts made during our time together and value the experiences and knowledge gained throughout our partnership.

Please let us know how you would like to proceed regarding any remaining matters, including the settlement of accounts and the distribution of assets. We aim to ensure a smooth and amicable conclusion to our partnership.

Thank you once again for our time together. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]