

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Joint Venture

I hope this message finds you well.

We are writing to formally notify you of our decision to terminate the joint venture agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Date].

This decision was reached after careful consideration of our mutual goals and the evolving market conditions. We appreciate the collaboration we have had during our partnership and the milestones we achieved together. We believe this decision will allow both parties to pursue new opportunities independently. We are committed to ensuring a smooth transition and would like to discuss the necessary steps to finalize the dissolution process.

Please let us know a convenient time for you to have a meeting to discuss the details.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]