

[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 Business Relationship

I hope this message finds you well. I am writing to formally notify you of the termination of our business relationship, effective [termination date].

This decision has not been made lightly and is based on [brief reason for termination, if appropriate].

Please ensure that all outstanding matters are settled by [final date for settlement] and that any necessary documentation is finalized.

I appreciate the opportunity we have had to work together and wish you continued success in the future.

Thank you for your understanding.

Sincerely,

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