

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Joint Venture Contract

I hope this letter finds you well. We regret to inform you that we will be terminating the Joint Venture Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name]. This decision has been made in accordance with the terms specified in Section [X] of the agreement.

The reasons for this termination are as follows:

1. [Briefly state reason 1]
2. [Briefly state reason 2]
3. [Add any other relevant reasons]

As per the agreement, we would like to finalize all outstanding matters by [Insert Date]. We believe this course of action is in the best interest of both parties and are committed to ensuring a smooth transition.

Please acknowledge receipt of this letter and confirm the next steps for the dissolution of our joint venture. We appreciate the opportunities we've had to collaborate and wish your organization continued success in its future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]