

[Your Name]  
[Your Position, if applicable]  
[Company Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

[Partner's Name]  
[Partner's Position, if applicable]  
[Partner's Company Name]  
[Partner's Address]  
[City, State, ZIP Code]

**Subject: Formal Notice of Termination of Business Partnership Agreement**

Dear [Partner's Name],

This letter serves as formal written notice of termination of the business partnership agreement dated [Insert Agreement Date], between [Your Company Name] and [Partner's Company Name]. In accordance with the terms outlined in the partnership agreement, and after careful consideration, we have decided to terminate the partnership, effective as of [Effective Date of Termination].

The primary reasons for this decision are as follows:

[Briefly outline the reasons for termination, e.g., strategic business direction, disagreements, or operational challenges.]

In accordance with our agreement, we request your cooperation in the following matters to ensure an orderly and professional conclusion:

- Settlement of all outstanding accounts and obligations by [Settlement Date].
- Return of all partnership-owned property and confidential documents.
- Adherence to the confidentiality and non-disclosure provisions as stipulated in the agreement, which remain in effect post-termination.
- Completion of any remaining joint commitments as specified in the agreement.

Please acknowledge receipt of this notice and confirm your agreement to the proposed steps for the dissolution of the partnership.

We appreciate the time, effort, and resources you have contributed throughout our partnership and wish you future success in your endeavors. Should you have any questions or require discussion on specific matters during this process, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Company Name]