[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Intent to Terminate Partnership Agreement**

Dear [Partner’s Name],

We are writing to formally notify you of our intent to terminate the [PARTNERSHIP AGREEMENT NAME], dated [AGREEMENT DATE], between [COMPANY NAME] and [PARTNER’S COMPANY NAME], prior to its originally agreed-upon expiration date.

This decision has been made in accordance with Section [NUMBER] of the Agreement, which allows for early termination by providing [NUMBER] days’ notice. The termination will become effective on [TERMINATION DATE], subject to the terms of the Agreement.

**Reason for Early Termination**:

[*Provide a brief explanation if necessary or required, e.g., “The partnership no longer aligns with our strategic objectives” or “Persistent challenges have made it difficult to achieve the intended outcomes of the Agreement.*”]

**Next Steps**:

To ensure a smooth transition and minimal disruption, we request your cooperation in completing the following by [SPECIFIC DATE, IF APPLICABLE]:

1. [*Action Item 1, e.g., “Return all shared property, intellectual property, or confidential materials.”*]
2. [*Action Item 2, e.g., “Settle any outstanding payments or deliverables.”*]

Please feel free to reach out to [Name, Title] at [Email Address/Phone Number] if you have any questions or require clarification regarding this notice.

We value the contributions and efforts made during our partnership and wish you the best in your future endeavors.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]