

Sample Business Letter About Dissolving

Partnership



JSV International Assistant Service
Jana Švihlová
Jaroslava Foglara 1330/4
Prague 5, 155 00
Czech Republic

15 December 2012

Dr. Kris Johnson
Marketing Representative
Creativity Plus, Inc.
824 Imagination Lane
Miami, Florida 33111

Dear Kris,

Working with Creativity Plus, Inc. for the past four months has been a wonderful experience. Regrettably, Company, Inc. no longer has need of your services. We have decided to move our company in a different direction, and that decision requires that we make a number of changes to our infrastructure. To that end, we have decided to keep all of our current marketing efforts in-house, so we can no longer make use of your marketing consultation services.

Thank you for the excellent work you have done for us. I hope to remain on good terms with you and Creativity Plus, Inc., and if we require services similar to what you have provided for us in the past, we would certainly like to consider you again.

Warm regards,

Sam Brown
Vice President of Company, Inc.
555-555-5555
s.brown@companyinc.com