[DATE]

Contact Name

Address

Address2

Country

City, Province

Postal Code

**RE: AN ANNOUNCEMENT ON THE AGREEMENT OF PARTNERSHIP BUYOUT.**

Dear [CLIENT NAME]

This letter is to let you know that I am now the sole owner of [NAME OF COMPANY], as I have purchased all of the interest of my former business partner, [NAME], and [NAME] is no longer associated with the company.

I will stay committed to answering our clients’ needs, as we will continue to provide the same high quality products and service on which our reputation has been built. This internal change will in no way affect our companies policies or the way in which we conduct business.

I would like to thank you again for being one of our most valued clients and hope that we will have the privilege to continue to serve you in the future. Should you have any concerns in regard to the changes, please contact us.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]