[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: Partnership Buyout Announcement**

Dear [CONTACT NAME],

This letter is to confirm that I am now the only owner of [NAME OF FIRM], given that I have purchased all of the interest of my former partner, [NAME], and that [HE/SHE] is no longer associated with our firm.

We stay committed to answering our clients’ needs, as we will continue to provide the same high-quality product. I assure you that this internal change will in no way affect our company policies or manner of conducting business.

Please let me take this opportunity to thank you again for being one of our most valued clients, and I hope that we will have the privilege to continue to serve you in the future.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]