

[Date]

[Partner Name]

[Partner Address]

[City, State, Zip Code]

Subject: Rejection of Request for Removal from Approved Partner Roster

Dear [Contact Person Name],

We have received your formal request dated [Date of Request] regarding the removal of [Partner Company Name] from our Approved Partner Roster.

After reviewing your request and the current status of our professional engagement, we are unable to approve your removal at this time for the following reason(s):

- [Reason 1: e.g., Active contractual obligations still in effect]
- [Reason 2: e.g., Outstanding project deliverables]
- [Reason 3: e.g., Minimum partnership term not yet completed]

According to our records, the partnership agreement remains valid until [Date]. We require all partners to remain on the active roster until all obligations have been satisfied and the formal off-boarding process is complete.

If you believe this decision has been made in error, or if you have updated documentation regarding your status, please submit it to [Department Name] by [Date].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]