

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Mutual Termination of Contract

We hope this letter finds you well.

This letter serves to formally acknowledge the mutual agreement between [Your Company Name] and [Recipient's Company Name] to terminate the contract dated [Contract Date], effective [Termination Date].

Both parties have discussed this matter and agree that terminating the contract is in our best interests.

Please confirm your receipt of this letter and your agreement to the termination by signing below. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]

Acknowledged by:

[Recipient's Signature]
[Recipient's Printed Name]
[Recipient's Title]
[Recipient's Company Name]

Date: _____