

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Contract Termination Confirmation for Project Completion

Dear [Recipient Name],

We are writing to formally confirm the termination of the contract dated [Contract Date] between [Your Company] and [Recipient Company] concerning [Project Name].

This termination is effective as of [Termination Date], following the completion of all project deliverables as outlined in the contract.

We would like to take this opportunity to express our gratitude for the collaboration and efforts put forth by [Recipient Company] during the course of this project.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]