

Contract Termination Confirmation

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge the receipt of your notice regarding the termination of the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient Company Name].

This letter serves as a formal confirmation of the termination of the aforementioned contract, effective as of [Insert Termination Date]. As per our agreement, all obligations under the contract will cease on this date.

Please ensure that any final invoices or outstanding matters are addressed before this date, as we wish to conclude all business related to this contract amicably.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]