

Mutual Agreement to Terminate Contract

Date: [Insert Date]

From:

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

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Mutual Agreement to Terminate Contract

Dear [Recipient's Name],

We, the undersigned parties, hereby mutually agree to terminate the contract dated [Insert Contract Date] regarding [Insert Description of Contract].

This decision has been made after due consideration, and we acknowledge that both parties have agreed to the termination of said contract without any liability or further obligations.

Both parties agree that all obligations under the contract are deemed to be fulfilled, and no further actions or payments are required from either side.

This Mutual Agreement to Terminate Contract shall be effective as of [Insert Effective Date].

We appreciate the cooperation and understanding shown throughout the duration of our agreement.

Kind regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Recipient's Company Name, if applicable]

Signature: _____

Date: _____