

# Proposal for Ending Government Contract

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose the conclusion of our existing contract, [Contract Name/Number], which is set to expire on [Expiration Date]. After careful consideration, we believe this decision is in the best interest of both parties.

As you are aware, we have fulfilled our obligations as stipulated in the contract and appreciate the collaboration we have had over the duration of our time working together. We are committed to ensuring a smooth transition and are prepared to assist in the closure process.

We would be grateful if we could schedule a meeting to discuss the formalities involved in concluding the contract and address any potential concerns you may have.

Thank you for your understanding and support throughout our partnership. We look forward to your response.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company]