

# Contract Termination Acknowledgment

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Acknowledgment of Contract Termination

Dear [Recipient's Name],

This letter serves as an official acknowledgment of the termination of the contract dated [Insert Contract Date], between [Government Agency Name] and [Company/Organization Name], as discussed in our correspondence dated [Insert Correspondence Date].

We confirm that the contract has been terminated effectively as of [Insert Effective Termination Date]. All rights and obligations under this contract shall cease, except for any provisions that are intended to survive termination.

Please ensure that all final invoices and any outstanding matters are settled within the stipulated time frame as agreed upon in our initial discussions.

Thank you for your cooperation during our time working together.

Sincerely,

[Your Name]

[Your Title]

[Government Agency Name]

[Contact Information]