

# Project Termination Acknowledgement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally acknowledge the termination of the [Project Name] effective [Termination Date]. We appreciate the efforts and dedication your team has put into the project.

We kindly ask that you confirm the receipt of this termination notice by signing and returning the enclosed acknowledgment form. This will help us maintain accurate records of our communication and ensure a smooth transition.

Thank you for your cooperation. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

Enclosure: Acknowledgment Form