

Your Name
Your Title
Your Company Name
Your Company Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Client's Name]
[Client's Title]
[Client's Company Name]
[Client's Company Address]
City, State, Zip Code

Dear [Client's Name],

We acknowledge receipt of your notice regarding the termination of our contract dated [Insert Contract Date]. We understand your decision and respect your choice regarding this matter.

Please let us know if there are any final matters that we need to address or if we can assist you in any way during this transition period.

We appreciate the opportunity to have worked with you and wish you all the best in your future endeavors.

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