

Letter of Amicable Resolution

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Client's Name],

I hope this message finds you well. I am writing to formally acknowledge our discussions regarding the termination of our contract dated [Insert Contract Date]. After careful consideration, we believe it is in the best interest of both parties to amicably terminate our agreement.

We appreciate the collaboration we have had and the efforts that have been put forth by both sides. To ensure a smooth transition, we propose the following steps to finalize the termination:

- Settlement of any outstanding invoices by [Insert Date].
- Return of any proprietary materials or data by [Insert Date].
- A final meeting to discuss the transition process on [Insert Date].

We are committed to making this process as seamless as possible and are open to discussing any additional steps you might suggest. Your feedback is important to us.

Thank you for your understanding and cooperation. We look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]