

Mutual Agreement for Contract Termination

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. We are writing to formally acknowledge our mutual agreement to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Client's Name].

After careful consideration, both parties have agreed to conclude the contractual relationship effective [Insert Termination Date]. This decision has been made in the best interest of both parties.

We would like to ensure that all outstanding matters are resolved by the termination date. Please confirm your acceptance of this mutual termination agreement by signing below.

Thank you for your understanding and cooperation. We appreciate the opportunity to have worked together.

Sincerely,

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

Agreed and Accepted:

[Client's Name]
Date: _____