

# Mutual Agreement for Early Termination

Date: [Insert Date]

Between:

[Party A Name]  
[Party A Address]  
[City, State, Zip Code]

And:

[Party B Name]  
[Party B Address]  
[City, State, Zip Code]

Subject: Mutual Agreement for Early Termination of [Contract Name/Lease/Agreement]

Dear [Party A Name] and [Party B Name],

This letter serves as a mutual agreement between the parties listed above regarding the early termination of the [insert description of the contract/lease/agreement, e.g., "Lease Agreement dated [insert date of original agreement]"].

Both parties agree to the following terms:

1. Effective date of early termination: [Insert effective date]
2. Final financial obligations to be settled by: [Insert settlement date]
3. Any property or assets to be returned: [Specify if applicable]

Both parties acknowledge that they have read and understood the terms of this mutual agreement. This agreement supersedes any previous agreements or negotiations.

For Party A:

---

[Name]  
[Title/Position]

For Party B:

---

[Name]  
[Title/Position]

Witnessed by:

---

[Witness Name]

[Date]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]