

Mutual Withdrawal from Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge our mutual decision to withdraw from the contract dated [insert contract date], regarding [insert brief description of the contract].

Both parties agree that this withdrawal is in the best interest of all involved, and we will not pursue any further obligations or claims resulting from this contract.

We appreciate your cooperation in this matter, and we look forward to maintaining a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]