

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally confirm the mutual termination of the Business Contract dated [Original Contract Date] between [Your Company Name] and [Recipient's Company Name]. After thorough discussions, both parties have agreed to terminate the contract effective [Termination Date].

This decision has been made in the best interest of both parties, and we believe it allows us to pursue our respective business objectives without any further obligations under the contract.

We appreciate the collaboration we have shared and wish all the best for your future endeavors. Please let us know if you require any further assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]