

Termination Agreement Discussion Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the termination agreement regarding our contract dated [Insert Contract Date]. After careful consideration, I believe it is in both our interests to discuss the terms of this termination.

To that end, I would like to propose a meeting at your earliest convenience to review the details and finalize the necessary documentation. Please let me know your available times for this discussion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]