

# Mutual Agreement for Construction Project Termination

Date: [Insert Date]

From: [Your Company Name] [Your Company Address] [City, State, Zip Code] [Your Email Address] [Your Phone Number]

To: [Contractor's Company Name] [Contractor's Company Address] [City, State, Zip Code] [Contractor's Email Address] [Contractor's Phone Number]

Dear [Contractor's Name],

This letter serves as a mutual agreement between [Your Company Name] and [Contractor's Company Name] regarding the termination of the construction project titled "[Project Name]," located at [Project Address].

Both parties have discussed the circumstances leading to this decision and have agreed to the following terms:

- The project will be officially terminated as of [Termination Date].
- All ongoing work will cease immediately, and any outstanding payments will be handled as outlined in our original contract.
- Both parties shall release each other from any further obligations related to the project.
- A final accounting of all work completed and costs incurred will be shared by [date].

Please indicate your agreement to these terms by signing below.

Agreed and Accepted:

\_\_\_\_\_ [Your Name] [Your Title] [Your Company Name]

Date: \_\_\_\_\_

\_\_\_\_\_ [Contractor's Name] [Contractor's Title]

[Contractor's Company Name] Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name] [Your Title] [Your Company Name]