

# Mutual Contract Termination Agreement

Date: [Insert Date]

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

To: [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We, the undersigned parties, hereby agree to mutually terminate the contract dated [Insert Contract Date], regarding [Brief Description of Contract].

This termination will take effect on [Insert Termination Date]. Both parties agree that all obligations and responsibilities under the contract will cease as of this date.

We acknowledge that any outstanding matters will be settled as follows: [Outline any final agreements or settlements].

By signing below, both parties confirm their agreement to this termination.

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[Your Name]  
[Your Title/Position]

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[Recipient Name]  
[Recipient Title/Position]

Thank you for your cooperation.

Sincerely,  
[Your Name]