

# Contract Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of the contract dated [Insert Contract Date], between [Your Company/Name] and [Recipient's Company/Name], regarding [Describe the contract purpose]. Due to [briefly explain the reasons for the request, e.g., unresolved disputes], I believe it is in the best interest of both parties to terminate this agreement.

We have attempted resolution through [mention any previous attempts or discussions], but unfortunately, we have not reached an agreeable solution. Therefore, I kindly request that you consider this letter as our formal request for release from the aforementioned contract.

We appreciate your understanding and cooperation in this matter. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]