

Contract Release Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of the contract entered into on [Contract Date], referenced as [Contract Title/Number], between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

After careful consideration and discussions between both parties, we have mutually agreed to terminate the contract effective [Termination Date]. We believe this decision is in the best interest of both parties.

We kindly request that you provide a signed confirmation of this contract release. Please let us know if there are any additional steps required from our side to complete this process.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]