[DATE]

[NAME AND ADDRESS]

**Confirmation of contract termination under [NAME OF AGREEMENT]**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). Unless otherwise defined, capitalized terms in this letter shall have the meanings assigned in the Agreement.

We are writing to confirm the mutual agreement to terminate the Agreement effective as of [DATE] (the “**Termination Date**”). As of the Termination Date, all obligations under the Agreement are discharged, except for:

1. Obligations explicitly stated to survive termination, including [*LIST OF SURVIVING OBLIGATIONS, e.g., confidentiality obligations, indemnity clauses, or payment terms*].
2. Any liabilities arising from breaches occurring prior to the Termination Date.

By signing and returning this letter, both parties acknowledge and agree to the termination of the Agreement on the terms outlined above.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We look forward to your response and the opportunity to strengthen our partnership through this new agreement.

[SIGNATURE PAGE TO FOLLOW]

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]