

# Sample Acceptance of Termination of Contract Letter Template

**[Your Name]**  
**[Your Address]**  
**[City, State, Zip Code]**  
**[Email Address]**  
**[Phone Number]**  
**[Date]**

**[Recipient's Name]**  
**[Recipient's Title/Position if known]**  
**[Company/Organization Name]**  
**[Recipient's Address]**  
**[City, State, Zip Code]**

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of your letter dated [date], which notified me of the termination of our contract, [Contract Name or Number], effective [effective date of termination]. I understand that the decision to terminate the contract is based on [briefly mention the reason if provided, such as "mutual agreement", "restructuring", or "completion of the contract term"].

I would like to express my gratitude for the opportunity to work together and for the experiences I have gained during our collaboration. Despite the termination, I remain positive about the contributions we have made to each other's ventures and am thankful for the professional growth it facilitated.

Please inform me of any formalities or steps that need to be addressed to ensure a smooth conclusion to our agreement, including final payments, the return of any materials, or other obligations. I am prepared to assist in making this process as seamless as possible.

Should there be any additional matters to discuss or finalize, do not hesitate to contact me at [your contact information]. I am open to discussing potential future opportunities and hope that we can continue to maintain a professional relationship moving forward.

Thank you once again for the opportunity to work together. I wish [Company/Organization Name] continued success in all future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]