

# Contract Termination Acceptance Letter

Dear [Recipient],

I am writing to inform you that I have received your request for the termination of our contract [Contract Number]. After careful consideration, I have decided to accept your request.

I understand that this decision was not an easy one for you, and I appreciate the professionalism and integrity with which you have conducted our business dealings. I believe that we have both learned from our time working together, and I am grateful for the opportunities that this contract has provided.

Please be advised that I will take the necessary steps to ensure that the termination process is carried out in accordance with the terms and conditions of the contract. I will also coordinate with my team to ensure a smooth transition of any outstanding work or responsibilities.

I would like to take this opportunity to thank you for your cooperation and support during our time working together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]