

Formal acceptance of contract termination

Subject: Acceptance of Contract Termination

Dear [Recipient Name],

We acknowledge receipt of your notice to terminate the contract [Contract Number/Name] dated [Contract Date]. We hereby formally accept the termination and confirm that all obligations under the contract will cease as of [Termination Date].

Please ensure that any outstanding payments or deliverables are settled as per the terms of the contract. We appreciate the business conducted thus far and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/contract-termination-acceptance-letter>