

Formal letter detailing acceptance and pending settlements

Subject: Acceptance of Contract Termination

Dear [Recipient Name],

This letter serves to confirm our acceptance of your request to terminate the contract [Contract Name/Number] effective [Termination Date]. Please note that any outstanding obligations, including payments or deliverables, should be completed in accordance with the contract terms.

We thank you for your collaboration and remain available for any clarification regarding the termination process.

Sincerely,

[Your Name]

[Position]

[Company Name]

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