

Preliminary acceptance of contract termination while pending details

Subject: Provisional Acceptance of Termination

Dear [Recipient Name],

We acknowledge your request to terminate contract [Contract Name/Number]. This letter serves as provisional acceptance pending the final settlement of all obligations. The termination will be finalized upon completion of pending matters by [Finalization Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Position]

[Company Name]

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