

Termination by mutual consent

Subject: Mutual Termination of Service Agreement

Dear [Recipient Name],

We confirm that both parties have agreed to terminate the service agreement dated [Agreement Date] between [Your Company Name] and [Recipient Company Name], effective [Termination Date].

We appreciate the collaborative relationship we have shared and wish your company continued success. Please acknowledge this letter to confirm the mutual termination.

Kind regards,

[Your Name]

[Position]

[Company Name]

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