

# Sample Business Letter for Service Termination by Mutual Consent

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

Subject: Termination of Service Agreement by Mutual Consent

Dear [Recipient's Name],

We refer to the Service Agreement dated [start date of agreement] (the "Agreement") entered into between [Your Company Name] and [Recipient's Company Name]. After careful consideration and mutual discussions, both parties have agreed to terminate the Agreement effective [termination date].

This decision is made by mutual consent, and it is agreed that neither party shall have any further obligations under the Agreement following the termination date, except for those specifically outlined below:

- All outstanding payments for services rendered up to the termination date will be settled by [final payment date].
- Any confidential information obtained during the course of our collaboration will continue to be protected in accordance with the terms of the Agreement.
- Both parties agree to cooperate in the transition process to ensure a smooth and professional conclusion.

We would like to take this opportunity to express our sincere appreciation for the professional relationship and successful collaboration we have enjoyed. We wish [Recipient's Company Name] continued success in all future endeavors.

Please confirm your agreement by signing and returning a copy of this letter.

If you have any questions or need further clarification, please do not hesitate to contact us.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

**Agreed and Accepted by:**

\_\_\_\_\_  
[Recipient's Name], [Recipient's Position]

[Recipient's Company Name]

Date: \_\_\_\_\_