

Date: [Insert Date]

To: [Name of Other Party]

[Address]

[City, State, Zip Code]

RE: Mutual Release and Withdrawal of Offer

Dear [Name of Contact Person],

This letter serves as a formal agreement between [Your Name/Company Name] and [Other Party Name] to mutually withdraw the offer dated [Insert Date of Offer] regarding [Insert Brief Description of Transaction, e.g., the purchase of property at 123 Main St or Employment Agreement].

By signing this document, both parties agree to the following:

- The offer is officially withdrawn and shall be considered null and void.
- Neither party has any further obligations or liabilities to the other arising from the aforementioned offer.
- Both parties hereby release each other from any and all claims, demands, or causes of action related to this transaction.
- [Optional: Any earnest money or deposits currently held shall be returned to [Name] in full within [Number] days.]

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

AGREED AND ACCEPTED:

[Other Party Signature]

[Other Party Printed Name]

Date: _____