

Subject: Signature Request: Mutual Cancellation Agreement - [Project/Contract Name]

Dear [Recipient Name],

Following our recent discussions regarding the termination of our agreement dated [Date of Original Contract], please find the formal Mutual Cancellation Agreement attached to this email.

This document confirms that both parties have agreed to terminate the relationship effective [Effective Date of Cancellation] and outlines the final terms to ensure a clean closing of the account.

Please review the document and, if everything is in order, sign and return a copy to us by [Due Date]. We accept electronic signatures via [Platform Name, e.g., DocuSign] or a scanned PDF of the signed hard copy.

Once we receive your signed copy, we will provide a fully executed version for your records.

If you have any questions regarding the terms, please contact me directly at [Phone Number] or [Email Address].

Best regards,

[Your Name]
[Your Title]
[Your Company]