[Company Name]  
[Address]  
[Contact Details]

To,

Mr. XYZ,

[ Organization’s Name]

Subject: Response letter for termination of contract.

Dear Mr./ Mrs./ Miss,

This letter is my response to your letter regarding the termination of our mutual contract that I have just received. As much as it has shocked me, I must admit that I am sorry for not being able to come up to your expectations despite trying very hard. I have gone through your termination letter and have carefully understood the reasons that led you to end our contract that both the parties held equally dear.

I, however, acknowledge that there were some huge mistakes on our part but want to assure you that none of those was intentional. I and my team have sacrificed their blood, sweat, and tears to bring your project to the point it is today. I, therefore, request you to reconsider your decision regarding termination and allow us once again to work on the project in a way you desire.

Your kind consideration would surely be a great source of motivation for my workers who were really enjoying working on this project.

Best regards,

XYZ