To

[The Recipient]  
[Designation]  
[Company Name]

Subject: In response to cancellation of contract [X]

Dear Henry,

This letter of mine is being written in response to your contract termination letter which was initiated on [date]. I received this letter yesterday and was greatly shocked on seeing it. However, I admit that there might have gone something wrong from our side, owing to which you were forced to take the decision like this. No doubt, I tried hard to get things done up to the mark but at the same time, I am very sorry for not being able to come up to your expectations.

I went through the letter and came to know all those reasons which led to the termination of our mutual contract. I personally held an inquiry and found and came to know the fact that my staff was involved in sheer negligence owing to which you decided to terminate this contract.

I hereby admit through this letter that there were some huge mistakes from our side but at the same time, I assure you that these were not made intentionally. I, along with my team, worked very hard and burnt like midnight oil to complete this project successfully. But unfortunately, it was terminated by you in the way. You should have waited few more days to see the progress in the project. Now, I want to say that please look again into your decision regarding termination of the contract and give us one more chance to provide you with our services. This time we assure you to provide you our flawless services, free from any mistake and according to your desired standards.

I hope you will reconsider your decision and I am waiting for your positive response in this regard.

Yours sincerely,

[XYZ]