

Termination Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally notify you that we are terminating our business relationship with [Supplier Company Name], effective [Termination Date].

This decision has not been made lightly, and is due to [brief reason for termination, e.g., changes in company strategy, unsatisfactory service, etc.]. We appreciate the services you have provided up until this point.

Please ensure that all outstanding matters are settled by the termination date. We request that you cease all deliveries and services effective immediately.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]