

Supplier Logistics Termination Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you that we will be terminating our logistics agreement with [Supplier Name], effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our existing contract.

We appreciate the services you have provided thus far, and we wish to ensure a smooth transition during this termination process. Please take note of the following important details:

- Final Shipment Date: [Insert Date]
- Return of Materials: [Instructions]
- Final Payment: [Details]

We request that you confirm receipt of this notification and acknowledge the agreed-upon termination date. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]