

Contract Termination Notice

Date: [Insert Date]

[Recipient Name]

[Pharmacy Name]

[Pharmacy Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the contract between [Your Company Name] and [Pharmacy Name], effective [Termination Date]. This decision has been made due to consistent service level failures, which have been documented and discussed on multiple occasions.

Despite our efforts to address these issues, including [list specific examples of service level failures], we have not seen sufficient improvement. As a result, we find it necessary to end our partnership to uphold our commitment to quality service for our customers.

Please consider this letter as formal notice as per the terms outlined in our agreement. We expect that all outstanding matters will be resolved promptly. We would appreciate your cooperation in facilitating a smooth transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]