

Termination of Supplier Agreement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally notify you that we have decided to terminate the Supplier Agreement dated [Insert Agreement Date] between [Your Company Name] and [Supplier Name]. This decision is made in accordance with the termination clause outlined in the agreement.

The effective date of termination will be [Insert Termination Date]. We request that all outstanding invoices be settled by this date to ensure a smooth transition.

Thank you for your services rendered during our partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]