

# Final Supplier Relationship Termination

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you that [Your Company Name] will be terminating our supplier relationship with [Supplier's Name], effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the contractual agreement between our parties.

We appreciate the services and support you have provided during our partnership. However, due to [reason for termination], we believe that this is the best course of action for our business moving forward.

Please ensure that any outstanding orders are fulfilled by the termination date, and that all invoices related to our transactions are submitted by [Invoice Submission Deadline].

We wish you all the best in your future endeavors and appreciate your understanding regarding this decision.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]