

# Notice of Discontinuation of Supplier Services

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We would like to formally notify you that we will be discontinuing our services with [Supplier Name] effective [Effective Date]. After careful consideration, we have decided to pursue other business arrangements that better align with our current needs.

We appreciate the services you have provided during our partnership and thank you for your support.

Please confirm the receipt of this notice and let us know if there are any final steps needed from our side to complete this transition smoothly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]