

Notice of Supplier Disengagement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We are writing to formally inform you of our decision to disengage from our existing business relationship with [Supplier Company Name], effective [Effective Date].

This decision was made after careful consideration of our current business needs and strategic direction. We appreciate the services you have provided during our collaboration.

Please ensure that all outstanding matters are resolved by the effective date mentioned above. We request that all further communications be directed to [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]