

# Supplier Contract Termination Notice

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you of the termination of our contract, effective [Termination Date], as per the provisions outlined in our agreement dated [Contract Date].

This decision was made after careful consideration, and we believe it is in the best interest of our company. Please ensure that all outstanding invoices and obligations are settled by the termination date.

We appreciate the service you have provided thus far and wish you success in your future endeavors.

If you have any questions regarding this notice, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]