

# Supplier Relationship Conclusion

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

## **Subject: Conclusion of Supplier Relationship**

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally inform you that, after careful consideration, [Your Company Name] has decided to conclude our supplier relationship with [Supplier's Company Name], effective [Effective Date].

This decision was not made lightly, and we appreciate the efforts and services provided by your team during our partnership. We have valued the collaboration and support received over the duration of our relationship.

We kindly ask that you ensure all outstanding orders and invoices are settled by the effective date. Please reach out to us should you require any assistance during this transition period.

Thank you once again for your cooperation and support. We wish [Supplier's Company Name] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]