

Supplier Termination Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of our decision to terminate our supplier agreement with [Supplier Company Name], effective [Effective Termination Date]. This decision was made after careful consideration and is based on [brief reason for termination, e.g., failure to meet obligations, changes in business strategy].

Please consider this letter as the official notice required under the terms of our agreement.

We appreciate the service you have provided during our partnership and wish you success in your future endeavors.

If you have any questions regarding this notice, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]