

Letter of Partnership Conclusion

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally inform you of our decision to conclude our partnership with [Supplier's Company Name], effective [Termination Date]. This decision has not been made lightly, and after careful consideration, we believe it is in the best interest of both parties.

We would like to take this opportunity to express our sincere gratitude for the support and services you have provided during our partnership. Your dedication and commitment have been greatly appreciated, and we have valued the relationship we have built over time.

To ensure a smooth transition, we would like to discuss any outstanding orders or commitments that need addressing. Please let us know a convenient time for you to connect.

Thank you once again for your partnership and understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]