

# Supplier Order Discontinuation Alert

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Order Discontinuation Notification

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, [Your Company Name] has decided to discontinue ordering the following products from your company:

- [Product Name 1]
- [Product Name 2]
- [Product Name 3]

This decision will take effect from [Effective Date]. Please ensure that no further orders are processed beyond this date.

We appreciate the relationship we have built and thank you for your support and service over the years. If you have any questions or need further clarification, please feel free to reach out to us.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]