

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally notify you of the termination of our order contract dated [Order Date] for [Product/Service Description]. This decision has been made due to [brief reason for termination, such as "changes in business requirements" or "non-compliance with contract terms"].

According to the terms outlined in our agreement, we are providing this notice to ensure that you are informed and have enough time to manage any related matters. Please cease all work on this order effective immediately.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]