

# Supplier Termination Appeal

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Appeal Against Termination Due to Unsatisfactory Performance

We hope this letter finds you well. We are writing to formally address the termination notice dated [Insert Termination Date] regarding our supplier agreement due to unsatisfactory performance.

We acknowledge the concerns raised, particularly [briefly mention specific performance issues]. However, we believe that these issues can be addressed with a focused approach and dedicated resources.

We are committed to working collaboratively to rectify the issues and improve our performance moving forward. We propose a meeting to discuss potential solutions and a revised action plan that would benefit both parties.

We value our business relationship and are hopeful that we can continue to work together. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering our appeal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]