

Cancellation of Supplier Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you that we are cancelling our supplier agreement dated [Insert Agreement Date] with [Supplier's Company Name], effective [Insert Cancellation Date].

This decision has been made due to [briefly explain the reason, e.g., changes in business strategy, unsatisfactory service, etc.]. We appreciate the support you have provided during our partnership.

Please ensure that all outstanding invoices are sent to us by [Insert Deadline Date], and any remaining items should be returned to our address listed above.

Thank you for your understanding. We hope to have the opportunity to work together again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]