

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cessation of Supply Contract

I am writing to formally notify you of the cessation of our supply contract dated [Contract Date], pursuant to the terms outlined in Section [Relevant Section] of the agreement.

As of [Cessation Date], we will cease all supply obligations and any further transactions under the contract. We will ensure that all outstanding matters are resolved by this date.

Thank you for the cooperation and support provided during our partnership. Should you have any questions regarding this decision, please feel free to contact me.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]