

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you of the termination of our supplier agreement dated [Contract Date]. This termination will be effective as of [Termination Effective Date].

This decision has been made after careful consideration and evaluation of our current business needs and strategies. We appreciate the service you have provided us during our partnership, and we thank you for your collaboration.

Please ensure that any outstanding invoices are submitted by [Submission Deadline] so that they can be processed in a timely manner. We also request that you cease any ongoing services as per the terms outlined in our agreement.

If you have any questions regarding this termination or the settlement of accounts, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]