

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Subject: Notice of Discontinuation of Supplier Contract

Dear [Supplier Contact Name],

We are writing to formally notify you that [Your Company Name] has decided to discontinue our supplier contract with [Supplier Company Name], effective [Termination Date]. This decision was made after careful consideration of our current business needs and future direction.

We appreciate the services you have provided during our partnership, and we value the relationship we have built. Please ensure that all outstanding orders and deliveries are completed by the termination date mentioned above.

If you have any questions regarding this decision, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]