

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

Subject: Termination of Supply Agreement

We are writing to formally notify you of the termination of our supply agreement dated [Start Date] between [Your Company Name] and [Supplier's Name]. This termination will be effective as of [Effective Date], in accordance with the terms outlined in the agreement.

We appreciate the services provided to us during our partnership. However, due to [brief reason for termination, e.g., changes in business strategy, performance issues], we have decided to discontinue our relationship.

Please ensure that all outstanding invoices are submitted to us by [Deadline for Invoices] for prompt processing. We request that you cease all deliveries effective immediately, and we would appreciate your cooperation in this transition.

Thank you for your understanding. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]