

# Notice of Contract Termination

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this letter finds you well. This is to formally notify you that we intend to terminate our supplier contract dated [Insert Contract Date] between [Your Company's Name] and [Supplier's Name], effective [Insert Termination Date].

The decision to terminate the contract was made after careful consideration, and we believe it is in the best interest of our company. We appreciate the services you have provided during our partnership.

Please ensure that all pending orders and obligations are concluded by the termination date mentioned above. Any outstanding invoices should be forwarded to our accounts department by [Insert Deadline].

We wish you success in your future endeavors. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[Your Contact Information]