

Supplier Relationship Termination Letter

Date: [Insert Date]

To: [Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Name],

We regret to inform you that [Your Company Name] has decided to terminate our business relationship with your company effective [Termination Date]. This decision has been made after careful consideration and is due to [brief reason for termination, e.g., performance issues, shifts in business strategy, etc.].

We appreciate the services your company has provided during our partnership and are grateful for the efforts made by your team. However, we believe this is the best course of action for our company moving forward.

Please ensure that all outstanding orders are completed and any pending payments are settled by [Final Settlement Date]. If you have any questions or require further clarification, feel free to reach out to us.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]