

# Termination of Supply Contract

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally notify you that we are terminating the supply contract dated [Insert Contract Date] between [Your Company Name] and [Supplier Name]. This termination will be effective as of [Insert Effective Date].

This decision has been made in accordance with the termination clause outlined in the contract. We appreciate the services provided and the partnership we have built over the contract period.

Please ensure that all outstanding invoices are submitted to us by [Insert Deadline], and we will process them promptly.

We wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]