

Formal Termination of Supplier Agreement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally terminate the Supplier Agreement dated [Insert Date of Agreement], between [Your Company Name] and [Supplier Name]. As per the terms of the agreement, we are providing notice of termination effective [Insert Termination Date].

We appreciate the services you have provided, but due to [brief explanation of reason for termination], we have decided to end our partnership.

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

Thank you for your understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]