

Notice of Contract Termination

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you of our decision to terminate the supply contract dated [Insert Contract Date] between [Your Company Name] and [Supplier's Company Name]. This termination will be effective [Insert Effective Date].

The decision to terminate the contract is based on [briefly state reasons, if appropriate]. We appreciate the services you have provided up to this point.

Please ensure that all outstanding matters are resolved before the termination date. We request that you acknowledge receipt of this notice and confirm the actions you will take in response.

Thank you for your attention to this matter. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]