

Notification of Contract Termination

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of the termination of our Contract No. [Contract Number] effective as of [Effective Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our agreement.

We would like to take this opportunity to thank you for the services provided to us during the term of the contract.

Please ensure that any outstanding items or matters are resolved by the termination date. Should you have any inquiries regarding this matter, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]