

Request for Termination of Supply Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request the termination of supply services provided by [Supplier's Company Name] at my premises, effective [desired termination date]. My account number is [your account number].

Despite my satisfaction with the quality of service, I have decided to discontinue the supply for [brief reason, if desired]. Please confirm the termination date and any final steps required on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]