

# Termination of Supplier Relationship

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to inform you that we have decided to terminate our supplier relationship effective [Insert Termination Date]. This decision comes as part of our ongoing evaluation of our supply chain and business needs.

We appreciate the services you have provided us during our partnership, but after careful consideration, we believe that this termination is in the best interest of our company.

We request that you complete any outstanding orders and settle any financial obligations by the termination date.

Please confirm the receipt of this letter and your understanding of the termination.

Thank you for your services, and we wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]