

Termination Notice for Breach of Contract

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date] due to your breach of the terms outlined in Section [Insert Section Number] of the agreement.

Despite our prior communications on [Insert Previous Communication Dates], the issues have not been resolved, which has resulted in our decision to terminate the contract effective immediately as of [Insert Termination Date].

We request that you cease all work related to this contract and return any materials or information related to it within [Insert Time Frame] days.

If you have any questions regarding this notice, please feel free to contact us at [Insert 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]