

Non-Conformance Termination Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We regret to inform you that due to persistent non-conformance with our quality standards and contractual obligations, we are forced to terminate our business relationship with [Supplier Name], effective immediately.

This decision has not been made lightly. We have documented multiple instances of non-conformance including:

- [Instance 1]
- [Instance 2]
- [Instance 3]

We request that you halt all operations related to our orders and return any outstanding materials in your possession. Please provide a confirmation of receipt of this letter.

We appreciate your past efforts and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]