

# Supplier Contract Termination Notice

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

This letter serves as a formal notice of termination of the contract dated [Insert Contract Date] between [Your Company Name] ("Buyer") and [Supplier's Name] ("Supplier") due to a breach of contract.

As per the terms of the contract, we have identified the following breaches:

- [Specify Breach 1]
- [Specify Breach 2]
- [Additional Breaches]

Despite our previous communications regarding these issues, we have not seen any satisfactory resolution. Therefore, we are exercising our right to terminate the contract effective immediately.

Please ensure that all pending orders are canceled, and any outstanding balances are settled within [Insert Time Frame] days from the date of this notice.

We wish to thank you for your past services and hope to resolve any outstanding matters amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]