

Supplier Contract Termination Notice

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We are writing to formally notify you that [Your Company Name] is terminating our supplier contract effective [Termination Date] due to a change in our business strategy.

This decision was made after careful consideration of our current business objectives and future direction. We appreciate the support and services you have provided during our partnership and will ensure that all financial obligations will be settled as per the terms of our contract.

Please consider this letter as the official notice of termination as stipulated in Section [X] of our agreement.

We wish you all the best in your future endeavors and thank you once again for your cooperation and understanding during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]