

Supplier Contract Termination Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hereby provide notice of the immediate termination of the Supplier Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Supplier Name]. This decision has been made due to [briefly explain the reason for termination, if appropriate].

As per the terms of the agreement, this termination is effective immediately. We request that you cease all operations related to our contract and refrain from any further shipments or deliveries. Please confirm receipt of this notice at your earliest convenience.

Any outstanding invoices should be submitted for prompt settlement, and we will coordinate the return of any remaining goods.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]