

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of the mutual agreement to terminate the Supplier Contract dated [Contract Date] between [Your Company Name] and [Supplier Company Name]. After careful consideration, both parties have agreed to end the contractual relationship effective [Termination Date].

We appreciate the collaboration and support your company has provided during our partnership. We believe that this decision is in the best interest of both parties and allows us to pursue new directions.

Please ensure that all outstanding obligations are settled by [Final Settlement Date]. We would also like to confirm that any remaining materials or assets will be returned by [Return Date].

Thank you for your understanding and cooperation. We wish [Supplier Company Name] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]