

Supplier Contract Termination Notice

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Contact: [Supplier's Contact Information]

Dear [Supplier's Contact Name],

We are writing to formally notify you of the termination of our supply agreement dated [Insert Contract Date] between [Your Company Name] and [Supplier's Name]. This termination will be effective [Insert Termination Date].

Despite our previous discussions and attempts to resolve issues, we have determined that your company has not fulfilled the performance obligations outlined in the agreement. Specifically, the following issues have been consistently noted:

- [Insert specific issue 1]
- [Insert specific issue 2]
- [Insert specific issue 3]

As a result, we have decided to terminate our contract. Please ensure that any remaining obligations and inventory are settled by the termination date.

We appreciate the effort shown during our partnership and wish you success in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]