

Supplier Contract Termination Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally notify you that we are terminating our existing supplier contract, effective [Termination Date]. This decision has not been made lightly, and we appreciate the services you have provided during our partnership.

We would also like to inform you that we have engaged a new supplier, [New Supplier Name], who will be taking over our supply needs starting [Effective Date]. We believe this change will allow us to better meet our business requirements.

We wish you the best in your future endeavors and thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]