

Supplier Contract Termination Notice

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you of the termination of our Supplier Contract, effective [Insert Termination Date]. This decision has been made due to recent policy changes that impact our operational procedures and supplier relationships.

We appreciate the services you have provided during our partnership and recognize the effort invested in meeting our needs. However, the updated policies require us to realign our supplier agreements in order to comply with the new directives.

Please ensure that any outstanding orders or obligations are fulfilled by the termination date. We will arrange for any final payments necessary to close out our account.

Thank you for your understanding and cooperation. Should you have any questions regarding this notice or the transition process, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]