

# Supplier Contract Termination Notice

Date: [Insert Date]

[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]. As per the terms of our agreement, we have decided to discontinue our business relationship for [mention reason if applicable].

We request a final settlement of all outstanding invoices and any remaining obligations by [Insert Settlement Date]. Please provide us with the necessary documents and details to expedite this process.

Thank you for your cooperation and the services you have provided during our partnership. We wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]