

Cancellation Request for Supplier Agreement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier Name]
[Supplier Company Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Name],

I am writing to formally request the cancellation of our supplier agreement dated [Insert Agreement Date]. After careful consideration, we have decided to discontinue our partnership effective immediately.

Please acknowledge the cancellation of this agreement and confirm that no further actions will be taken on your part. We appreciate the services you have provided us during our collaboration.

Thank you for your understanding. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]