

Formal Withdrawal from Supplier Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally notify you that [Your Company Name] has decided to withdraw from the supplier contract dated [Insert Contract Date]. This decision has been made due to [briefly state reason if appropriate, e.g., a change in business strategy, budget constraints, etc.].

We appreciate the services you have provided and wish you continued success. Please consider this letter as formal notice in accordance with [insert any relevant terms or notice periods from the contract]. We aim to ensure a smooth transition and will do our best to minimize any inconvenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]