

Notification of Termination of Supplier Relationship

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you that [Your Company Name] has decided to terminate our supplier relationship with [Supplier's Company Name], effective [Effective Date]. This decision has been made after careful consideration and is based on [briefly explain reason if appropriate].

We appreciate the service and products you have provided to us during our partnership and thank you for your support. Please ensure that all outstanding matters are finalized by the termination date.

If you have any questions regarding this notification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]