

Supplier Contract Termination Notice

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of the termination of the Supplier Agreement dated [Insert Contract Date] between [Your Company Name] and [Supplier Name]. This termination is effective [Insert Effective Date], as per the terms outlined in the contract.

We appreciate the services you have provided during our partnership. However, due to [briefly mention reasons for termination, if applicable], we have decided to move in a different direction.

Please ensure that all outstanding invoices are submitted by [Insert Final Invoice Submission Date] for processing. Additionally, we request that all materials and supplies still in your possession be returned to us by [Insert Return Deadline].

Should you have any questions regarding this notice or the termination process, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]