

Supplier Engagement Cancellation

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally inform you that we have decided to cancel our engagement with [Supplier's Company Name] effective [Effective Date]. This decision was made after careful consideration and we believe it is in the best interest of our company.

We appreciate the services you have provided us and thank you for your understanding in this matter. Please ensure that all ongoing projects and transactions are concluded by the effective date mentioned above.

We wish you the best in your future endeavors and thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]