

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to formally notify you of our decision to dissolve our partnership, effective [Effective Date]. This decision was not taken lightly and comes after careful consideration of our current business strategies and goals.

We appreciate the support and services you have provided throughout our partnership. We believe that this dissolution will allow both our companies to pursue new opportunities that align better with our respective objectives.

Please ensure that all outstanding invoices and agreements are settled by the above effective date. We would like to thank you for your collaboration and wish you continued success in the future.

Should you have any questions regarding this process, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]