

# Termination of Supplier Services Agreement

[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 are writing to formally notify you of the termination of the Supplier Services Agreement dated [Agreement Date], between [Your Company Name] and [Supplier Name]. This termination is effective [Effective Date].

The decision to terminate the agreement was made in accordance with the provisions outlined in Section [X] of the contract. We appreciate the services you have provided thus far, but due to [reason for termination], we find it necessary to discontinue our partnership.

Please ensure that all outstanding matters are resolved by the effective date. We request that you send us a final invoice for any remaining services rendered prior to the termination date.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]