

Withdrawal from Supplier Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally notify you of my withdrawal from the contract dated [Contract Date] regarding [Description of Goods/Services]. Due to [Reason for Withdrawal], I find it necessary to terminate our agreement.

In accordance with the terms outlined in our contract, I am providing this written notice [Number of Days] days prior to the intended withdrawal date, which will be [Withdrawal Date]. Please consider this letter as my official withdrawal from the contract.

I appreciate the cooperation we have shared, and I wish you and your organization continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]