

Project Termination Notice

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally notify you of the termination of our project titled "[Project Name]" effective [Termination Date]. This decision has been made after careful consideration and aligns with our current business objectives.

We appreciate the support and services you have provided up to this point. Please discontinue any further work related to this project and forward us any outstanding invoices for payment by [Payment Deadline].

We would like to take this opportunity to thank you for your collaboration and understanding. Should you have any inquiries, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]