

Ending Supplier Partnership

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We wish to inform you that after careful consideration, [Your Company Name] has decided to terminate our partnership with [Supplier's Company Name] effective [Termination Date]. This decision was not taken lightly, and we appreciate the services you have provided during our partnership.

We are committed to ensuring a smooth transition and will make every effort to settle any outstanding obligations. Please provide us with a final invoice by [Invoice Date] for any pending matters.

Thank you for your support and collaboration throughout our relationship. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]