

Notice of Supplier Contract Termination

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to formally notify you of the termination of the supplier contract dated [Insert Contract Date] between [Your Company Name] and [Supplier Name]. This termination will be effective as of [Insert Effective Date], in accordance with the provisions outlined in the contract.

The decision to terminate the contract was made after careful consideration of [brief reason for termination, if appropriate]. We believe this action is in the best interest of our company moving forward.

Please ensure that any outstanding matters related to this contract are addressed prior to the effective termination date. We appreciate your cooperation during this transition period.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]