

# Supplier Relationship Dissolution

[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 hope this message finds you well. We are writing to formally notify you that [Your Company Name] has decided to dissolve our supplier relationship with [Supplier Name], effective [Effective Date].

We appreciate the services and support you have provided us during our collaboration. However, after careful consideration, we believe it is in our best interest to pursue other options that align more closely with our current business objectives.

We kindly request that you complete any outstanding orders or obligations by the effective date mentioned above, and ensure a smooth transition for both parties.

Thank you for your understanding and cooperation. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]