

Supplier Termination Advisory

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you regarding the termination of our supplier agreement dated [Insert Agreement Date]. This decision is effective as of [Insert Effective Termination Date].

After careful consideration, we have decided to [brief explanation of the reason for termination, e.g., restructure our supplier relationships, change our supplier strategy, etc.]. We appreciate the efforts and services you provided during our partnership.

Please ensure that all outstanding matters are resolved by the effective termination date. Our accounts payable team will reach out to settle any pending invoices. Should you have any questions or require further clarification, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding, and we wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]