

Service Suspension Announcement

Dear [Supplier's Name],

We are writing to inform you that, effective [Effective Date], we will be suspending our service with your company due to [Reason for Suspension].

This decision was not made lightly, and we appreciate the efforts you have made in providing your services to us. However, after careful consideration, we believe this is the best course of action for our business at this time.

Please ensure that all outstanding matters are resolved by [Resolution Date]. We value the relationship we have built and hope to consider resuming services in the future under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]