

Business Order Termination Letter

Sender's Name
Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally notify you that we are terminating our business order with [Company Name] effective [termination date]. This decision has not been made lightly and is the result of [brief explanation for termination, if necessary].

Please consider this letter as formal notice as per the terms outlined in our agreement dated [agreement date]. We request that you cease all work related to this order immediately and provide us with a final invoice for any outstanding charges as of the termination date.

We appreciate your cooperation and understanding in this matter. Please feel free to contact me directly at [your phone number] or [your email address] should you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]