
Contract Termination Letter for Suppliers

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Termination of Supply Contract

We regret to inform you that [Your Company Name] will be terminating the supply contract with your company, effective [Effective Date of Termination], pursuant to the terms outlined in the agreement dated [Date of Agreement].

This decision has been made due to [provide a brief explanation for the termination, e.g., restructuring our supply chain, the need for cost reduction, repeated delivery delays, non-compliance with specified product standards].

Please ensure that all outstanding deliveries are completed before the termination date and that no further orders will be placed after this notice. We ask you to provide all necessary invoices and final statements related to any transactions made under the current contract by [specific date].

We would like to thank you for the services your company has provided thus far. We hope that this termination is carried out smoothly and professionally, respecting the interests of both parties involved.

Should you have any questions regarding this termination or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]