

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Termination of Supply Contract

We hereby provide formal notice to terminate our Supply Contract dated [Contract Date] between [Your Company Name] and [Supplier's Company Name] as per the terms outlined in Section [X] of the agreement.

This termination will be effective [Effective Date, typically providing required notice period]. All outstanding obligations must be settled by this date.

We appreciate your services in the past and wish you well in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]