Supplier Termination Letter

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Company Name],

We regret to inform you that we are terminating our business relationship with [Supplier's Company Name] effective [Termination Date]. This decision is based on [reason for termination, such as quality issues, changing business needs, etc.].

Please arrange for the return of any outstanding supplies or products and settle any pending invoices by [Deadline for Return and Invoice Settlement].

Thank you for your past services.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]