

Serious Farewell Letter for Contract Termination

Subject: Termination of Supply Agreement

Dear [Supplier Name],

This letter serves as formal notice that [Company Name] will terminate our supply agreement with [Supplier Company] on [End Date]. This action is taken in accordance with the terms outlined in our contract.

We appreciate the services rendered and request that all pending obligations be completed by the stated date. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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