

# Supplier Agreement Termination Letter

Date:

Supplier Name:

Supplier Address:

Dear

This letter serves as formal notice of termination of the supplier agreement between and effective . In accordance with the terms outlined in our agreement, this termination will be effective as of .

Please ensure that any outstanding orders are completed and all obligations fulfilled prior to the effective termination date. All confidential information and company property held by you must be returned.

If you have any questions or require further information, please contact .

Thank you for your cooperation.

Sincerely,

Name:

Title:

Company Name: