

# Sample Letter for Termination of Supplier Contract With Contractually Agreed Notice

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Subject: Termination of Supplier Contract – Contract Reference [Contract Number]

Dear [Supplier's Contact Name],

We are writing to formally notify you of the termination of our supplier contract, reference number **[Contract Number]**, dated **[Contract Date]**, between **[Your Company Name]** and **[Supplier Company Name]**, in accordance with the notice period stipulated in the agreement.

As per Clause **[Notice Clause Number]** of our agreement, we hereby provide you with **[Number of Days/Weeks/Months]** written notice. The contract will therefore be terminated effective **[Termination Date]**.

The reason for this termination is **[Briefly State Reason, e.g., changing business requirements, end of current supply needs, supplier performance, etc.]**. Please be assured that this decision has been taken following all contractual obligations and after careful consideration.

We kindly request you to confirm receipt of this letter and acknowledgment of the upcoming contract termination. Please also ensure a smooth handover and conclusion of all outstanding obligations as specified under the contract.

Thank you for your cooperation and the services provided to date. Should you have any questions or require further clarification, please do not hesitate to contact us at **[Your Email Address]** or **[Your Phone Number]**.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

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*This sample letter is intended to provide guidance on the termination of a supplier contract with contractually agreed notice. It is advised to review and tailor the template according to the specific terms of your contract and seek legal counsel where necessary.*