Dear [name of recipient],

we inform you that we will no longer require the services of [name of company], as of [date]. With this notification, we comply with the minimum notice period required by our agreement. Your company has provided us with good service in the past, however, we decided to terminate our business contract due to [reasons].

From this moment, our company will not place any more orders with your company. We won’t cancel any orders or deliveries arranged before this letter unless we explicitly inform you. Ideally, all outstanding orders should be completed before our contract is officially terminated. On our part, we will clear any outstanding amounts in our account by [date]. To that end, we would like to receive all relevant invoices by [date].

Please confirm the receipt of this letter as termination of our contract and the closing of our account. If you have any questions you can reach me at [phone] or [e-mail address].

We would like to thank you for our long-standing collaboration.