TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business Contract Termination

Hi **[Name of recipient]**,

Unfortunately, we no longer have need of **[name of company]**, as of **[date]**. As expected, this notification will comply with our agreed minimum notice period. We’ve had an awesome time working with you, but we must end our contract because **[reasons]**.

Once you’ve got this letter, our company won’t place any more orders with your company. That doesn’t mean our open orders will be cancelled unless we tell you otherwise, but it would be ace if we could complete any outstanding orders before our contract is officially terminated. On our part, we’ll make sure to clear any outstanding payments by **[date]** so please send us all relevant invoices by **[date]** so we can keep our promise!

Please let us know you got this letter as the termination of our contract and the closing of our account. And feel free to reach out if you have any questions on **[phone]** or **[e-mail address]**.

Huge thanks for our long-standing collaboration.

Best Regards,

**[Your Name]**