From,

Ashwin Host,  
Scalium Ltd,  
Worli,  
Mumbai

Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

To,

Mr. Kush Bangarpet,  
Aptech Ltd,  
Chembur,  
Mumbai

Subject: Contract termination

Dear Mr. Kush Bangarpet,

This letter is to inform you that we have decided to terminate the business contract with your company. The reasons for this are the delay in the delivery of supplies by your company, which has had a negative impact on our business. Moreover, in the last three months, the materials provided by your company have not met our production standards. We do not wish to continue this relationship.

The date of the termination is ABC. All accounts will be paid for in this period, and you are requested to clear your dues in time. Thank you for your services, and we wish you the best in the future.

Thanking you,

Yours sincerely,

Ashwin Host

Name and signature