From,

Kevin Martis,
AV Medicals,
Copenhagen

Date: 20-06-20XX

To,

Sun Pharma,
Copenhagen

Subject: letter for termination

Dear Sir,

This letter is to inform you that we are very disappointed with your services. Our company is suffering huge losses because of your irregular or untimed supplies of the products since we were dependent on you for completing our projects. Hence we’d like to terminate this contract with you.

The final day of the termination has been decided to be ABC, and you are kindly requested to clear all the monetary settlements before that.

Thanking you,

Yours sincerely,

Kevin Martis