**Terminate Contract Letter Template**

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date: September 13, 2023]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Termination Date], we will no longer require the services of [Recipient's Company Name]. This notification is in accordance with the minimum notice period stipulated in our existing agreement. While your company has consistently provided us with commendable service in the past, we have regrettably decided to terminate our business contract due to [Reasons for Termination].

As of the aforementioned date, our company will cease placing any new orders with your company. It is important to note that we will not cancel any orders or deliveries that were previously arranged, unless we explicitly communicate such cancellations. Ideally, we hope that all outstanding orders will be fulfilled prior to the official termination of our contract. On our part, we commit to settling any outstanding amounts in our account by [Payment Deadline Date]. To facilitate this process, we kindly request that all relevant invoices be submitted to us no later than [Invoice Submission Deadline Date].

We kindly ask for your confirmation of receipt of this letter as acknowledgment of the termination of our contract and the closure of our account. Should you have any inquiries or require further clarification, please do not hesitate to contact me at [Phone] or [Email Address].

We would like to express our appreciation for the longstanding collaboration between our companies. We value the relationship we have shared and extend our gratitude for your services over the years.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]