[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to inform you that ABC corporation no longer requires the services of your company XYZ for the supply of wood. This termination will be in effect from 1st September 2018.

As per the contract clause, we are informing you before a month of termination. However, we are not canceling any orders that have already been placed.

We are closing our business and starting a new one which does not require wood. We will be clearing any due payments in the month of September.

You have always supplied us with quality wood and it was a pleasure working with your company. If you have any questions, feel free to contact at [Contact].

Sincerely,

[Your Name]

[Title]

Enclosure