Supplier name

Address

Date

Dear Sirs,

Please accept this letter as notice of immediate termination of our contract with your company. Our account contract with you is……………

The end of the contract will be the date on this notification. No further servicing will be accepted after this date, other than for your staff calling to collect your equipment. I would be obliged if you would arrange removal of equipment promptly.

I have not given you the full notice as set out in my service agreement as you have breached the agreement by not providing us with the service that you undertook to carry out. In particular, you have missed …….services (be specific) that are duly laid down in our contract with your company.

Please confirm to me in writing that my instructions have been received and dealt with as requested. I shall expect a credit for the proportion of time still left on the existing agreement, and would request a monetary refund rather than a credit note on account.

Yours faithfully,