

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Address Line 1]  
[Address Line 2]

**Subject: Notice of Termination of Services - Preferred Supplier List Consolidation**

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating its agreement with [Recipient Company Name] for the provision of [Type of Services/Goods], effective [Date].

This decision follows a strategic review of our procurement processes. We are currently consolidating our Preferred Supplier List (PSL) to streamline our operations and reduce the number of active vendors. This action is part of a broader corporate initiative and is not a reflection of the quality of service or products provided by your team.

Regarding the transition:

- All outstanding orders or projects currently in progress should be completed by [Date].
- No new orders should be accepted or processed after the receipt of this letter.
- Final invoices must be submitted no later than [Date] to ensure prompt payment.

We appreciate the relationship we have shared and thank you for the support you have provided to [Your Company Name] over the years. We wish your company continued success.

If you have any questions regarding the final settlement of accounts or the transition process, please contact [Name/Department] at [Contact Information].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]