

Felix Ashton

President, Hondo Contracting
100 Main Street
New Parkland, CA, 91010

September 1, 20XX

Gary Temple
President, Home Supplies
100 Broadway Lane
New Parkland, CA, 91010

Dear Mr. Temple,

As per the conditions of our business contract, please allow this letter to serve as a termination of the contract on October 1, 2014. I think that you will find that this 30-day notice satisfies the legal constraints of the agreement and allows us to sever this contract without any further need for legal action.

I wanted you to know that we greatly appreciate your dedicated service for these past few years and harbor no ill feelings at all about Home Supplies. Our business was recently purchased by a larger contracting firm and we will be getting our supplies through that firm's vendors. I attempted to salvage the relationship with Home Supplies, but it was not possible.

Please note that all outstanding orders should still be fulfilled as per individual order instructions. All outstanding invoices will be satisfied by September 15, 2014, but we will not be generating any new purchase orders for your company going forward.

If you have any questions or need any further information about our discontinuation of services, you can contact me at 555-354-5432 or email me at fashton@email.com.

Sincerely Yours,