

Email Business Contract Termination

**To: name@email.com
From: name@email.com
Subject: Termination Letter**

Dear Mr Kusha Bangarpet,

Sub: Termination of our Business Contract.

Ref: Our Business Contract dated 20th October 2009.

We would like to inform you that despite our constant complaints about the sub-standard surgical equipment that we are receiving from you, there has been no action taken by you to improve the situation. Therefore, we have decided to terminate our Business Contract mentioned in “Ref”. The termination is applicable from 31st May 2010.

Please get your outstanding bills, if any, settled by us within 19th May 2010.

Thanking you.

Yours truly,

Ashwin Hosmat