To:

From:

Re: Notice of Breach\_Demand Letter

Dear Supplier Contact Name,

We would like to thank you for our long-standing collaboration through-out the years; however, Arizona State University (ASU) has determined it is in its best interest to terminate our agreement. We will be terminating our agreement for the services of <COMPANY NAME>, as of [date].

Please note that the termination of our business contract was based on many elements. However, more prominently due to repeated performance issues in regards to latency, lack of confidence in the new version, and the limited features that your product offers in comparison to other products now in the market. Further, we were not confident in the ability of the product to be innovative and provide services that we can offer students in the future.

We will continue to use the service until the date included above however, ASU will not make additional requests for services/features with <COMPANY NAME>. To that end, we would like to receive all relevant invoices by [date]. We will clear any outstanding amounts in our account by [date].

With this notification, we comply with the minimum notice period required in our contract. As such, please confirm the receipt of this letter, acknowledge the termination of our contract and confirm our account will be closed.

If you have any questions you can reach me at [phone] or [e-mail address].