

# Contract Termination Confirmation

Date: [Insert Date]

To,  
[Vendor's Name]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally confirm the termination of the vendor agreement between [Your Company Name] and [Vendor's Name], originally dated [Original Agreement Date]. As per the terms outlined in the agreement, we are providing this notice [Insert Notice Period if applicable] prior to the termination date of [Insert Termination Date].

We appreciate the services you have provided during our partnership and wish you all the best in your future endeavors. Please ensure that all final obligations are fulfilled before the termination date.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]