

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]
[Vendor Address Line 1]
[Vendor Address Line 2]
[City, State, Zip Code]

Dear [Vendor Name],

This letter serves as a formal notice of termination of the vendor contract dated [Insert Contract Date] between [Your Company Name] and [Vendor Name]. This termination is due to a breach of the terms outlined in the agreement.

As per Section [Insert Section Number] of our contract, [describe the breach]. Despite our previous discussions on this matter, we have not seen adequate remediation.

Consequently, we are exercising our right to terminate the contract immediately. Please cease all services effective [Insert Termination Date]. Additionally, we request that you provide a final invoice for any outstanding deliverables by [Insert Final Invoice Due Date].

We appreciate the services rendered thus far; however, maintaining compliance with our contractual agreements is paramount for our continued business relationship.

If you have any questions regarding this termination notice, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address Line 1]
[Your Company Address Line 2]
[City, State, Zip Code]