

# Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

We regret to inform you that we are terminating our contract with you, effective [Insert Termination Date], due to repeated delays in the delivery of goods/services outlined in our agreement dated [Insert Agreement Date].

Despite our previous communications about the delivery timelines, we have not seen the necessary improvements in your service. Therefore, we feel it is in our best interest to seek alternative vendors who can meet our operational needs.

Please consider this letter as formal notification of contract termination. We ask that you cease all services to us and provide any final outstanding invoices by [Insert Final Invoice Date].

Thank you for your past service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]