

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip]

Dear [Vendor's Name],

We are writing to formally notify you of the termination of our vendor contract dated [Insert Contract Date], which is set to expire on [Insert Expiration Date]. As per the terms outlined in the contract, we will not be renewing the agreement.

We appreciate the services you have provided to us and thank you for your cooperation. Please ensure that any outstanding obligations are fulfilled prior to the expiration date.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]