

Vendor Contract Termination Notice

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Vendor's Name],

We regret to inform you that due to financial constraints, we must terminate our contract with your company, effective [Termination Date]. This decision was not made lightly, and we appreciate the services you have provided us.

In accordance with the terms of our agreement, we will fulfill all obligations incurred up to the termination date and will ensure that any outstanding payments are settled promptly.

We would like to thank you for your cooperation and support during our partnership. We wish you and your company continued success.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]