

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Vendor Name] due to non-performance. This decision has been made in accordance with the terms outlined in our agreement.

Despite previous discussions regarding performance issues, we have not seen satisfactory improvements in your service delivery. As a result, we believe it is in the best interest of our organization to terminate our contract effective immediately.

Please take this letter as our official notice and cease all operations related to our contract. We request that you submit any outstanding invoices by [Insert Deadline] for review and processing.

We appreciate the time and effort you have extended to us, but we must move forward with a different vendor who can meet our needs more effectively.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]