

Vendor Contract Termination Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally notify you of the termination of our contract [Contract Number] dated [Contract Date] between [Your Company Name] and [Vendor Name]. This termination is due to ongoing compliance issues which have not been resolved as per the policies stated in our agreement.

Despite multiple discussions and opportunities to address these compliance concerns, we have not seen the necessary improvements. As such, we are compelled to exercise our right to terminate the contract effective [Termination Date].

Please ensure that all outstanding affairs are settled by this date. We appreciate the services provided in the past and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]