

# 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 our contract dated [Insert Contract Date], concerning the provision of [Insert Services]. This decision is due to recent changes in our service requirements, which necessitate the need to modify our current vendor relationships.

As per the termination clause in our contract, we are providing you with [Insert Notice Period, e.g., 30 days] notice of this termination. The termination will be effective as of [Insert Effective Termination Date].

Please ensure that all outstanding invoices are settled by the effective termination date.

We appreciate the services you have provided and wish you the best in your future endeavors. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]