

# Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. This letter serves as formal notice of termination of our existing vendor contract dated [Insert Contract Date], due to strategic restructuring within our organization.

As per the terms of the contract, we are providing you with [Insert Notice Period, e.g., 30 days] notice. The last effective date of our agreement will be [Insert Termination Date].

We appreciate the services you have provided, and this decision is purely based on our organizational strategy moving forward. We aim to ensure a smooth transition, and we will work with you closely during this period.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]