

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of our decision to terminate our contract with [Vendor Company Name], effective [Termination Date], due to unsatisfactory quality of goods/services provided.

Despite previous discussions and attempts to resolve the quality issues, we have observed that the standards of the products/services have not met our agreed-upon criteria. As a result, we are exercising our right to terminate the contract as per the terms outlined in Section [Insert Section Number] of our agreement.

We request that you provide a final invoice for any outstanding payments due for the work completed up to the termination date. Please ensure that all materials and any property belonging to [Your Company Name] are returned no later than [Return Date].

We appreciate the efforts made during our partnership and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]