

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor Name]
[Vendor Contact Person]
[Vendor Company Name]
[Vendor Company Address]
[City, State, Zip Code]

Dear [Vendor Contact Person],

We are writing to formally notify you of our decision to terminate the vendor contract dated [Contract Start Date], pursuant to the terms outlined in Section [Relevant Section] of the contract.

This termination will be effective as of [Termination Date]. We appreciate the services that you have provided us during our partnership, but we have decided to pursue other options moving forward.

Please ensure that all pending invoices are submitted by [Invoice Submission Deadline] for prompt processing. We would also appreciate your assistance in completing any outstanding matters by the termination date.

Thank you for your understanding. If you have any questions or need further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]