

Termination of Technology Support Contract

Date: [Insert Date]

To,
[Vendor/Service Provider Name]
[Vendor Address Line 1]
[Vendor Address Line 2]
[City, State, Zip Code]

Dear [Vendor Contact Name],

We hereby inform you that we wish to terminate the technology support contract dated [Insert Contract Date] between [Your Company Name] and [Vendor/Service Provider Name]. This decision is effective as of [Insert Termination Date].

We appreciate the services provided during the term of our agreement and wish you the best in your future endeavors. Please let us know if there are any outstanding matters to settle prior to the conclusion of our contract.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]