

Vendor Supply Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We regret to inform you that we are terminating our supply agreement with [Vendor Name], effective [Effective Termination Date]. This decision has not been made lightly and is due to [brief reason for termination, e.g., "consistent supply issues," "changes in business strategy," etc.].

We appreciate the efforts you have put into our partnership and thank you for your past service. We will ensure that all outstanding invoices and payments are settled according to the terms of our agreement.

Please arrange to pick up any remaining inventory or materials at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]