

Vendor Termination Notice

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We are writing to formally notify you of the termination of our vendor agreement dated [Insert Date], due to a breach of contract on your part.

Despite previous communications regarding the issues, which include [briefly describe the breaches], we have not seen sufficient corrective action. As a result, we find it necessary to terminate our agreement effective immediately.

Please note that you are required to cease all services immediately and return any company property in your possession by [Insert Deadline].

We appreciate your attention to this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]