

Vendor Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally notify you of the termination of our business relationship effective [Insert Termination Date]. This decision has been made as a result of a significant change in our business direction.

We appreciate the partnership we have had and are grateful for the services provided by your team during our collaboration. We have valued your contributions and professionalism.

We will ensure all outstanding invoices are settled by the termination date. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]