

Vendor Termination Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We would like to inform you that your contract with [Your Company Name] for [Service/Product Description] is set to expire on [Expiration Date]. As per the terms outlined in the contract, we are providing this notice to formally terminate our agreement.

We appreciate the services rendered during the term of our collaboration and wish you all the best in your future endeavors.

Should you have any questions regarding this notice, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]