

# Vendor Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you that, due to budget constraints, we must terminate our contract with [Vendor Company Name], effective [Termination Date]. This decision was made after careful consideration of our current financial situation and the impact on our ongoing operations.

We appreciate the services you have provided us during our partnership and want to thank you for your professionalism and dedication. Unfortunately, we can no longer continue to allocate resources to your services.

We are committed to ensuring a smooth transition and will coordinate with your team to finalize outstanding matters before the termination date.

Thank you once again for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]