

Vendor Termination Notice

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of our vendor agreement dated [Insert Date of Agreement] due to your repeated failure to deliver goods as per our agreed terms.

Despite our previous communications regarding these issues, the lack of compliance with delivery schedules has prompted us to take this action. As a result, we will no longer be able to rely on your services moving forward.

Please consider this letter as official notice of termination effective immediately. We expect you to cease all work related to our orders and settle all outstanding matters.

We appreciate the efforts made thus far and wish you success in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]