

Vendor Termination Notice

Date: [Insert Date]

[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 Agreement Date], due to non-compliance with the terms outlined therein.

Despite our previous correspondence regarding your ongoing non-compliance with the following terms:

- [Detail specific non-compliance issue #1]
- [Detail specific non-compliance issue #2]
- [Detail specific non-compliance issue #3]

We have not seen adequate improvement or resolution to these issues. Therefore, it is necessary to terminate our relationship effective immediately.

We request that you cease all activities related to our account and return any outstanding materials or properties belonging to [Your Company Name] within [number of days] days.

Thank you for your attention to this matter. Please acknowledge receipt of this termination notice.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]