

# Vendor Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We regret to inform you that we have decided to terminate our vendor agreement with you, effective immediately, due to ongoing issues related to communication.

Despite our efforts to address these concerns, we have found that the lack of clear and timely communication has negatively impacted our operations and partnership. We believe that this decision is in the best interest of our organization.

Please ensure that any outstanding obligations are settled promptly. We appreciate the services you have provided until this point and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]