Vendor Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Name],

We are writing to formally notify you that we are terminating our vendor contract effective [Termination Date]. This decision has been made due to service redundancy resulting from [brief explanation of the redundancy, e.g., "the implementation of new technology" or "changes in our service strategy"].

We appreciate the services you have provided during our partnership and thank you for your cooperation during this transition period. Please ensure that all outstanding invoices are settled by [Final Invoice Due Date].

If you have any questions regarding this notice, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip]