

Vendor Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you of the termination of our contract dated [insert contract date] due to unsatisfactory performance. Despite multiple discussions and opportunities for improvement, we have seen a continued decline in the quality of services/products provided.

The decision to terminate this agreement is effective immediately, as of [Insert Termination Date]. We request that you cease all work relating to our account and provide us with any outstanding invoices no later than [insert date].

We appreciate the efforts made in the past and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]