

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

Subject: Clarification of Termination Conditions in Vendor Agreement

We hope this message finds you well. We wanted to reach out to clarify the termination conditions outlined in our existing vendor agreement dated [insert date of the agreement]. It is important for both parties to have a clear understanding of the terms governing our continued relationship and the conditions under which it may be terminated.

According to Section [insert section number] of our agreement, the following termination conditions apply:

- Termination by either party with a written notice of [insert notice period] days.
- Termination for cause upon [insert conditions for cause].
- Any financial settlements or liabilities upon termination.

We kindly ask you to confirm your understanding of these conditions or to provide any additional comments or concerns by [insert response deadline]. We believe that clear communication will ensure a smooth process should the need for termination arise.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]