

Notice of Cancellation of Vendor Services

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to formally notify you that we have decided to cancel the services provided by your company, effective [Insert Cancellation Date]. This decision is due to [brief reason for cancellation].

We appreciate the services rendered up until this point and wish you the best in your future endeavors.

If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]