

Termination Request for Vendor Agreement

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally request the termination of our vendor agreement dated [Insert Date], due to [briefly state reason for termination]. According to the terms outlined in the agreement, we are providing the required [notice period] notice.

We appreciate the services you have provided during our partnership and wish you well in your future endeavors. Please confirm receipt of this termination request and provide any necessary final invoices or paperwork needed to conclude our agreement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]