

Vendor Contract Cancellation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of our decision to cancel the vendor contract dated [Insert Contract Date], between [Your Company Name] and [Vendor Company Name]. According to the terms outlined in the agreement, we are providing [Insert Notice Period] notice period for this cancellation.

This decision has been made due to [briefly state the reason, e.g., changes in business strategy, unsatisfactory performance, etc.]. We appreciate the services you have provided but believe it is in our best interest to move in a different direction.

We request that you provide any outstanding invoices and finalize any pending transactions by [Insert Finalization Date]. Please confirm the receipt of this letter and your understanding of the contract cancellation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]