

# Service Discontinuation Notice

Date: [Insert Date]

To: [Vendor Name]  
[Vendor Address]  
[City, State, Zip Code]

Dear [Vendor Name],

We would like to inform you that, effective [Insert Effective Date], we will be discontinuing our service agreement with your company. This decision was made after careful consideration and aligns with our current business strategy.

We appreciate the services you have provided us thus far and thank you for your support. Please be assured that any outstanding invoices will be settled in accordance with our agreed terms.

If you have any questions or require further information, please feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]