

# Vendor Exit Notification

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you that [Your Company Name] will be terminating our vendor agreement effective [Termination Date]. This decision was made after careful consideration of our current business needs.

We appreciate the services you have provided us during our partnership and would like to ensure a smooth transition. Please let us know if there are any outstanding matters that need to be resolved before the termination date.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]