

Letter of Vendor Alliance Breakup

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We hope this message finds you well. It is with careful consideration that we write to inform you about our decision to terminate our alliance with [Vendor Company Name], effective [termination date].

This decision was not made lightly, as we have valued our partnership and the services you have provided over the duration of our collaboration. However, after reviewing our current goals and business objectives, we have concluded that this change is necessary for our ongoing strategy.

Please ensure that all outstanding obligations are finalized by the termination date. We are committed to working together during this transition period to ensure a smooth conclusion of our partnership.

We appreciate the efforts your team has made and wish you success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]