

# Letter of Collaboration Cessation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this letter finds you well. We are writing to formally inform you of our decision to cease our collaboration effective [Insert Date]. This decision was not made lightly, and we appreciate the efforts and services your team has provided during our partnership.

We believe that this decision aligns with our current business strategy and future goals. We are grateful for the support your team has extended and wish you continued success in your endeavors.

Please let us know if you require any further information regarding this decision, and do not hesitate to reach out for any remaining matters to be settled.

Thank you once again for the collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]