

# Vendor Contract Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Termination of Vendor Contract

We are writing to formally notify you of the termination of the vendor contract dated [Insert Contract Date] between [Your Company Name] and [Vendor's Company Name]. This decision has been made in accordance with Section [insert section number] of the contract, which allows for termination under the specified conditions.

Your services will be terminated effective [Insert Effective Termination Date]. We request that you cease all work related to our company and return any property in your possession by this date. Furthermore, please submit any outstanding invoices by [Insert Deadline for Invoices].

We appreciate the services you have provided during our working relationship and wish you all the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]