

# Vendor Partnership Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally notify you of our decision to terminate our partnership effective [Insert Termination Date]. This decision has been made after careful consideration and reflects our current business needs.

We appreciate the efforts and services you have provided during our partnership. Please ensure that any outstanding obligations are completed by the termination date mentioned above.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]