

Vendor Relationship Closure

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally notify you that we have decided to terminate our business relationship with [Vendor Name], effective [termination date]. This decision was made after careful consideration and is in alignment with our current business objectives.

We appreciate the services you have provided to us over the course of our partnership and have valued your support. However, we believe it is in our best interest to move in a different direction.

Please ensure that all outstanding matters are settled by [final settlement date]. We require a final invoice for any pending payments.

Thank you once again for your support and partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]