

Vendor Service Discontinuation Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that we have made the difficult decision to discontinue our services with your company effective [Insert Effective Date]. This decision has not been taken lightly, and we have greatly appreciated the services you have provided to us.

We would like to express our gratitude for the partnership we have enjoyed. Please ensure that all outstanding invoices and matters are settled by the effective date mentioned above.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]