

Vendor Partnership Termination Agreement

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally acknowledge the mutual agreement to terminate our vendor partnership effective [Insert Termination Date].

We appreciate the collaboration and services provided by your organization during our partnership and we believe that this decision is in the best interest of both parties.

As agreed, all outstanding obligations will be settled by [Insert Settlement Date]. If there are any final details to discuss, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]