

Termination of Vendor Partnership

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of the termination of our partnership as per the terms outlined in the existing contract dated [Contract Date]. As stated in Section [Section Number] of the agreement, either party may terminate the partnership by providing written notice [Time Frame] in advance.

In accordance with this provision, we hereby provide notice of termination effective [Effective Termination Date]. We appreciate the services provided by [Vendor Company Name], but due to [brief reason for termination, if appropriate], we believe it is in our best interest to discontinue our partnership.

Please ensure that all outstanding matters are settled by [Final Settlement Date] and that any remaining contractual obligations are fulfilled before this date.

Thank you for your cooperation during this transition. We wish you success in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]