

Vendor Partnership Termination

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 announce the termination of our partnership with [Vendor Name], effective [Effective Termination Date]. This decision has been made due to recent changes in our service requirements that necessitate a different focus from our vendors.

We appreciate the services you have provided us and thank you for your dedication and support over the course of our partnership. Please ensure that all outstanding invoices are settled by [final date for settling invoices].

We wish you the best in your future endeavors and hope to have the opportunity to work together again under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address Line 1]

[Your Company Address Line 2]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]