

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

Subject: Termination of Partnership

I am writing to formally notify you that, due to financial reasons, [Your Company Name] has made the difficult decision to terminate our partnership effective [Termination Date]. This decision has not been made lightly, and we genuinely appreciate the services and support you have provided during our collaboration.

We believe that this is the best course of action for our company at this time, and we hope you understand the circumstances leading to this decision.

Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline], and we will settle them promptly.

Thank you for your understanding, and we wish you and your team all the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]