

Vendor Partnership Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this letter finds you well. We would like to formally communicate the termination of our partnership effective [Termination Date]. This decision has been made following our recent merger with [Acquiring Company Name].

We appreciate the services and support that you have provided during our partnership. Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline] for processing.

We wish you the best in your future endeavors and hope to cross paths again under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]