

Vendor Partnership Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. After a thorough review of our current vendor partnerships, we have made the decision to terminate our relationship with [Vendor's Company Name]. This decision has been made in light of our need to pursue alternative suppliers that align more closely with our evolving business needs.

We value the time and effort you have invested in our partnership, but we believe that this course of action is necessary for the continued growth and success of our company. As per the terms of our agreement, we will ensure that any outstanding obligations are fulfilled prior to the termination date, which will be [Insert Termination Date].

Please let us know if you require further information or if there are any final matters to resolve. We appreciate your understanding and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]