

# Vendor Partnership Termination Notification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are writing to formally notify you of the termination of our partnership, effective [Insert Effective Date]. This decision is part of our strategic realignment plan to better focus on our core business objectives.

We appreciate the relationship we have built over the years and thank you for your support and service. We are confident that this decision is in the best interest of both parties as we move forward in different strategic directions.

We kindly request that all pending issues be resolved by [Insert Deadline for Outstanding Issues], ensuring a smooth transition. Should you have any questions regarding this termination or outstanding matters, please feel free to reach out to me at [Your Contact Information].

Thank you once again for your cooperation and understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]