

Vendor Loyalty Reward Program Termination Notice

Date: [Insert Date]

Dear [Vendor Name],

We regret to inform you that as of [Termination Date], your participation in our Vendor Loyalty Reward Program will be terminated. This decision is due to [brief reason for termination, if applicable].

We appreciate your past contributions and support as a valued vendor. Please ensure that all pending transactions are completed by the termination date to avoid any issues.

If you have any questions regarding this termination, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]