

# Vendor Agreement Dissolution

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We are writing to formally notify you of the dissolution of our vendor agreement dated [Insert Date of Agreement]. After careful consideration, we have decided to discontinue our partnership effective [Insert Effective Date].

We appreciate the services you have provided during our time working together. Please ensure that all outstanding obligations are settled before the effective date. We hope to part on good terms and wish you success in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]