

Vendor Agreement Exit Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to formally notify you of our decision to exit from the vendor agreement dated [Insert Agreement Date] between [Your Company Name] and [Vendor Name]. In accordance with the terms and conditions stipulated in the agreement, we provide this notice [Insert Notice Period, e.g., "30 days"] prior to the termination date, which will be [Insert Termination Date].

We appreciate the services you have provided during the term of our partnership and wish you the best in your future endeavors. Please let us know if there are any outstanding matters that require our attention prior to the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]