

# Vendor Association Cessation Notice

Date: [Insert Date]

[Vendor Association Name]

[Address Line 1] [Address Line 2] [City, State, Zip Code]

To Whom It May Concern,

We regret to inform you that, as of [Cessation Date], the [Vendor Association Name] will be ceasing operations. This decision has been made after much consideration and was driven by [brief explanation of reasons].

We would like to extend our heartfelt gratitude for your support and collaboration during the time we've worked together. We encourage you to reach out to us with any questions or require additional information regarding this cessation.

Thank you once again for being a valued partner. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Vendor Association Name]

[Contact Information]