

Vendor Contract Cancellation Letter

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally notify you that we are canceling our contract with [Vendor's Company] effective [Cancellation Date]. This decision has been made after careful consideration, and we appreciate the services you have provided thus far.

In accordance with the terms of our contract, we will settle any outstanding obligations up until the cancellation date.

Please confirm receipt of this letter and the cancellation of our contract. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]