

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

This letter serves as formal notice of termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Vendor's Name]. As per the terms and conditions of the agreement, we are providing you with [Insert Notice Period, e.g., 30 days] notice of termination.

The effective termination date will be [Insert Effective Termination Date]. We request that you complete any outstanding obligations and return all company property prior to the termination date.

We appreciate the services you have provided and wish you the best in your future endeavors.

If you have any questions regarding this notice, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]