

Vendor Engagement Withdrawal Letter

Date: [Insert Date]

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

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

Dear [Vendor's Name],

We are writing to formally inform you of our decision to withdraw from our engagement with [Vendor's Company Name] effective [Insert Effective Date]. This decision has been made after careful consideration of our current business needs and strategic direction.

We appreciate the services you have provided during our engagement, and we thank you for your understanding of our decision. We hope to maintain a positive relationship moving forward.

Please feel free to reach out if you have any questions or need further clarification regarding this matter.

Thank you for your collaboration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Company Name]