

Vendor Relationship Conclusion

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We would like to take this opportunity to formally notify you that, after careful consideration, we have decided to conclude our vendor relationship with [Vendor Name], effective [End Date]. This decision has not been made lightly and comes after reviewing our current business needs and objectives.

We appreciate the service and support that you have provided us throughout our partnership. Your contributions have been valuable and have played a significant role in our operations. We wish you all the best in your future endeavors.

We are committed to ensuring a smooth transition and will complete any outstanding obligations as per our existing agreements. Should you have any questions or require further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]