

# Vendor Service Discontinuation Notification

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are writing to inform you that [Your Company Name] will be discontinuing our relationship with [Vendor's Name] effective [Effective Discontinuation Date]. This decision was made after careful consideration of our current business needs and priorities.

We appreciate the services you have provided us during our partnership and would like to thank you for your cooperation and support. Please ensure that all outstanding matters are settled before the discontinuation date.

If you have any questions regarding this decision, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Phone Number]

[Email Address]