

Vendor Service Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that we have decided to terminate our service agreement with [Vendor Company Name], effective [Termination Date]. This decision was made after careful consideration.

We appreciate the services you have provided us, but due to [brief reason for termination], we believe this is the best course of action at this time.

Please confirm the termination and provide us with final invoices, if any, by [Response Date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]