

Vendor Agreement Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

Subject: Termination of Vendor Agreement

We are writing to formally notify you that we are terminating the vendor agreement dated [Agreement Date] due to a breach of contract.

As specified in Section [Specify Section] of the agreement, [describe the breach]. Despite our previous communications on [list dates of communications], we have not received a satisfactory resolution.

This termination is effective immediately, and we request that you cease all activities related to our agreement. Please provide a final invoice for any outstanding payments by [Final Invoice Due Date].

We appreciate the services provided up to this point and regret that we have to take this action. If you have any questions regarding this termination, please contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]