

Vendor Agreement Termination Notification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you that, due to recent changes in our company policies, we must terminate our vendor agreement with you effective [Insert Termination Date]. This decision was not made lightly and comes after careful consideration of our new business strategies.

We appreciate the services you have provided us during our partnership and wish to thank you for your contributions. Please ensure that all outstanding transactions are settled by the termination date mentioned above.

If you have any questions or require further clarification regarding this matter, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]