

# Vendor Agreement Termination Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of our vendor agreement dated [Insert Agreement Date] due to financial reasons. After careful consideration, we have determined that it is necessary for us to make adjustments to our current vendor relationships to align with our financial strategy.

As per the terms outlined in our agreement, we are providing you with [Insert Notice Period] notice of termination, effective [Insert Effective Termination Date]. Please ensure that any outstanding obligations are completed by this date.

We appreciate the services you have provided to us and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]