

Vendor Agreement Termination Notice

Date: [Insert Date]

To: [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 non-compliance with the terms outlined in the agreement.

Despite our previous communications regarding the specific areas of non-compliance, we have yet to see satisfactory action taken to rectify these issues. Therefore, as per the terms stated in Section [Insert Section Number] of our agreement, we have decided to terminate our relationship effective [Insert Termination Date].

Please ensure that all outstanding invoices are submitted by [Insert Deadline] for processing, and any company property in your possession is returned by this date.

We appreciate your attention to this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]