

Vendor Agreement Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this letter finds you well. This is to formally notify you that we are terminating our vendor agreement dated [insert date of agreement], as per the terms outlined in our agreement.

As per the terms of our contract, we are providing a notice period of [insert number of days] days, with the effective termination date being [insert effective termination date]. We request that you complete any pending obligations and settle any outstanding accounts by this date.

We appreciate your services during the contract period and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]