

Vendor Agreement Termination Letter

Date: [Insert Date]

[Vendor Name]
[Vendor Address]
[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to formally notify you of the mutual decision to terminate the vendor agreement dated [Insert Agreement Date] between [Your Company Name] and [Vendor Name]. After careful consideration, both parties have agreed to dissolve this agreement effective immediately/ on [Insert Effective Termination Date].

We appreciate the services provided by [Vendor Name] during our collaboration and wish you the best in your future endeavors. Please ensure that all outstanding invoices are settled and any pending matters are finalized.

Should you have any questions or require further clarification, feel free to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip]
[Your Contact Information]