

Vendor Agreement Termination Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are writing to formally notify you of the termination of the Vendor Agreement dated [insert date of agreement] between [Your Company Name] and [Vendor's Name], due to ongoing service deficiencies that have not been resolved despite previous notifications.

As outlined in Section [insert relevant section number] of our agreement, we have repeatedly communicated our concerns regarding [briefly describe the service deficiencies]. Unfortunately, despite our efforts to address these issues, we have not seen adequate improvements.

Therefore, effective [insert termination date], we are terminating our agreement in accordance with the termination clause stated in our contract. Please ensure that all outstanding matters are settled by this date.

We appreciate the services that you have provided up until now, and we wish you the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]