

Vendor Agreement Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you that we will be terminating our vendor agreement dated [Insert Agreement Date] effective [Insert Termination Date]. This decision has been made as part of our strategic reallocation process.

We appreciate the services you have provided us during this partnership, and this decision reflects our evolving business needs rather than any dissatisfaction with your performance.

We request that you complete any pending tasks by [Insert Deadline], and submit any final invoices pertaining to our agreement by that date. All outstanding payments will be settled as per the terms outlined in our agreement.

Thank you for your understanding and cooperation. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]