

Vendor Agreement Termination Letter

Date: [Insert Date]

[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 unsatisfactory delivery performance.

Despite multiple discussions and opportunities to rectify the delivery issues, we have not seen the necessary improvements. Therefore, we have decided to terminate our agreement effective immediately.

Please ensure that all outstanding invoices are submitted by [Insert Deadline Date] and that you cease all work related to our company.

We appreciate your previous efforts and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]