

# Cancellation Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of the cancellation of the vendor hotline service effective [Insert Cancellation Date]. This decision has been made following a thorough review of our current business needs.

We appreciate the services provided and your cooperation during the period of our engagement. Please ensure that all outstanding matters are concluded by the cancellation date.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]