

Letter of Termination

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Subject: Termination of Vendor Supply Agreement

Dear [Vendor's Contact Name],

We are writing to formally notify you that we are terminating our Vendor Supply Agreement dated [Insert Date of Agreement] with [Vendor's Company Name], effective [Insert Effective Termination Date].

This decision was made after careful consideration and due to [briefly state reason for termination, if appropriate]. We appreciate the services you have provided during our partnership and wish you success in your future endeavors.

Please ensure that any outstanding matters are resolved before the effective termination date. We expect a final statement regarding any remaining balances by that date.

If you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]