

Vendor Termination Advisory

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to formally notify you of the termination of our vendor agreement due to overdue payments. Despite our previous reminders and attempts to resolve this matter, your account remains in arrears.

As per the terms outlined in our contract, this letter serves as notice that your services will be terminated effective [Insert Termination Date], unless the outstanding payments are received by us by [Insert Deadline for Payment].

We value the relationship we have built over time; however, maintaining our operations requires timely payments. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact us.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]