

# Vendor Termination Announcement

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. We appreciate the partnership we have built over the past years. However, due to current market conditions and necessary adjustments to our operational strategy, we regret to inform you that we will be terminating our vendor agreement effective [Insert Termination Date].

This decision was made after careful consideration and is essential for adapting to the evolving market environment. We appreciate your understanding in this matter and value the cooperation during our time together.

Please ensure that all outstanding invoices are submitted by [Insert Date] to facilitate prompt processing.

We wish you continued success and thank you once again for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]