

Vendor Termination Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We appreciate the dedication and services you have provided to [Your Company Name] over the duration of our partnership.

After careful consideration and due to ongoing cost-reduction measures, we regret to inform you that we will be terminating our contract with [Vendor Name] effective [Termination Date]. This decision was not made lightly, and we value the relationship we have built over time.

Please ensure that all outstanding obligations and final invoices are settled by [Final Settlement Date]. We wish you continued success in your future endeavors and appreciate your understanding regarding this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]