

Vendor Termination Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. After careful reevaluation of our partnership and a thorough review of our current business objectives, we have made the decision to terminate our vendor relationship with [Vendor Name], effective [Termination Date].

This decision was not made lightly and comes as part of our strategic realignment to better serve our customers and sustain our business growth. We sincerely appreciate the services you have provided to us during our partnership.

Please ensure that all outstanding invoices are submitted by [Submission Deadline] to facilitate prompt processing. We wish you the best in your future endeavors and thank you for your understanding in this matter.

Should you have any questions, please feel free to contact me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]