Vendor Termination Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that we are terminating our vendor relationship effective immediately due to insufficient product quality. Despite multiple discussions and attempts for improvement, the quality of the products delivered has not met our expectations and standards.

We appreciate the services you have provided up until now; however, maintaining our quality standards is our utmost priority.

We request that you cease all pending orders and return any outstanding payments or products at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]