

Vendor Termination Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We want to take this opportunity to express our appreciation for the services you have provided to us over the course of our partnership.

However, due to recent strategic business changes, we regret to inform you that we will be terminating our vendor relationship with [Vendor Company Name] effective [Termination Date]. This decision was not made lightly, and reflects our need to align our resources and focus on our core business objectives.

We kindly ask that you complete any outstanding obligations and submit your final invoices by [Final Invoice Submission Date]. We are committed to ensuring a smooth transition and appreciate your understanding in this matter.

Thank you once again for your partnership, and we wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]