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. As part of our ongoing organizational restructuring process, we have conducted a thorough review of our vendor partnerships and have made some difficult decisions regarding our future collaborations.

Regrettably, we must inform you that we will be terminating our vendor relationship with [Vendor Name] effective [Termination Date]. This decision was not made lightly, and we sincerely appreciate the services you have provided over the years.

We will ensure that all outstanding payments and responsibilities are settled before the termination date, and we are committed to facilitating a smooth transition during this period.

Thank you for your understanding and support during this time. We wish you continued success in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]