

Termination of Vendor Contract

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally inform you of the termination of our contract dated [Insert Contract Date], regarding [Insert Description of Services or Goods]. This decision is made due to your breach of contract, specifically [insert details of the breach].

According to the terms outlined in Section [Insert Section Number] of our agreement, we are exercising our right to terminate the contract effective immediately.

We request that you cease all services and refrain from any further action related to this contract. Please arrange for the return of any property belonging to [Your Company Name] within [insert timeframe].

We regret that it has come to this, but we believe it is necessary to protect our interests. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]