

# Non-Conformance Termination Notification

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Dear [Vendor's Contact Name],

We are writing to formally notify you of the termination of our business relationship due to non-conformance with the agreed terms and conditions outlined in our contract.

Despite multiple notices and discussions regarding your failures to meet the specified requirements, we have not seen sufficient improvement. As a result, we have made the decision to terminate our contract effective immediately.

Please take note of the following points:

- All outstanding shipments should be canceled.
- No further invoices will be accepted beyond this notification.
- Any materials or products in transit should be returned at your cost.

We appreciate the efforts made during our collaboration and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]