

Vendor Contract Termination Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date], in accordance with the terms outlined in Section [Insert Relevant Section] of the contract.

This decision has been made due to [briefly explain reason, e.g., performance issues, change in business strategy, etc.]. As per the contract, we will honor the notice period of [Insert Notice Period] and will settle all outstanding payments by [Insert Payment Date].

Please confirm the receipt of this termination notice, and do not hesitate to reach out if you have any questions or require further clarification.

We appreciate the services you have provided thus far.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]