

Vendor Contract Termination Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. This letter serves as formal notification of our decision to terminate our vendor contract dated [Insert Contract Date] between [Your Company Name] and [Vendor Name], effective [Insert Termination Date].

This decision is part of our ongoing efforts to consolidate our vendor base and improve operational efficiencies. We value the services you have provided, but after careful evaluation, we have concluded that it is in our best interest to streamline our vendor partnerships.

We appreciate your understanding and cooperation in this matter. Please ensure that all outstanding invoices related to our account are submitted by [Insert Deadline for Invoices] for final processing. We expect to settle all dues by [Insert Final Payment Date].

Thank you for your partnership over the years. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]