

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We regret to inform you that we are terminating our contract with [Vendor Company Name] effective [Termination Date] due to unsatisfactory service. Despite our previous discussions and attempts to resolve these issues, we have not seen the necessary improvements.

We appreciate the efforts your team has put forth; however, the level of service provided has not met our expectations or the standards outlined in our agreement.

Please consider this letter as formal notice of termination in accordance with the terms of our contract.

We request that you provide us with any outstanding invoices and return any company property in your possession by [Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]