

Vendor Contract Termination Letter

Date: [Insert Date]

To: [Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Termination of Contract Due to Breach

We are writing to formally notify you of the termination of the Vendor Agreement dated [Insert Contract Date] between [Your Company Name] and [Vendor's Name]. This termination is effective immediately as of [Insert Termination Date], due to material breaches of the contract.

The specific breaches include the following:

- [Describe specific breach #1]
- [Describe specific breach #2]
- [Describe specific breach #3]

Despite our previous communications regarding these issues, we believe that sufficient remediation has not occurred, thus forcing us to terminate our agreement.

Please consider this letter as our final notice. We expect you to cease all activities related to this contract and to return any property belonging to [Your Company Name] by [Insert Return Date].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]