

Notice of Contract Termination

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We regret to inform you that we are terminating our contract with [Vendor Company Name], effective [Termination Date], due to ongoing performance issues that have not been resolved despite our previous discussions and notices.

While we value the relationship we have built, the quality and timeliness of services provided have not met the agreed-upon standards, which has ultimately affected our business operations.

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

We request that you cease all activities related to our contract immediately and provide us with a final invoice for any outstanding services rendered up until the termination date.

Thank you for your attention to this matter. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]