

# Vendor Contract Termination Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you of the termination of our vendor contract dated [Insert Contract Date]. This decision is effective immediately due to consistent poor communication that has led to significant disruptions in our operations.

Despite multiple discussions and attempts to resolve these communication issues, we have not seen adequate improvement. We believe this step is necessary to protect the interests of our company and ensure a smooth operational flow.

Please take note of any outstanding matters that require your attention and provide closure by [Insert Deadline Date]. We appreciate your past services and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]