

Vendor Contract Termination Notice

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 contract dated [Insert Contract Date] for non-compliance with the agreed-upon terms and conditions. Despite our previous communications regarding these issues, we have not seen satisfactory improvement.

The specific areas of non-compliance include:

- [List Non-Compliance Issue #1]
- [List Non-Compliance Issue #2]
- [List Non-Compliance Issue #3]

As stipulated in Section [Insert Section Number] of our contract, we are providing you with [Insert Notice Period] notice of termination. The effective date of termination will be [Insert Effective Date].

You are required to cease all activities under this contract and return any property belonging to our company by the termination date.

If you have any questions or require further clarification regarding this matter, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]