

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] regarding [Project Name/Description]. This decision is effective as of [Effective Termination Date].

The reason for this termination is [briefly describe reason, e.g., project completion, breach of contract, etc.]. We appreciate the efforts and services you have provided to us, and we acknowledge the work completed until now.

As per the terms stated in the contract, please ensure that any outstanding deliverables or final invoices are submitted by [Final Submission Date]. We will initiate the final payment after the completion of all obligations as outlined in our agreement.

We wish you the best in your future endeavors. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]