

Letter of Discontinuation of Vendor Contract

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. This letter serves as a formal notification regarding the discontinuation of our vendor contract dated [Insert Contract Date]. After careful consideration, we have decided to terminate our contractual agreement effective [Insert Termination Date].

We appreciate the services you have provided and your efforts during our partnership. However, due to [brief reason for discontinuation], we believe this is the best course of action.

Please ensure that all final invoices are submitted by [Insert Final Invoice Date] for processing. We will also arrange for the return of any materials belonging to our organization within the next [insert timeframe].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]