

Vendor Termination Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally notify you of our decision to terminate our vendor agreement with [Vendor's Company Name], effective [Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our contract.

We appreciate the services you have provided thus far, but after reviewing our current needs and evaluating other options, we have decided to move in a different direction.

Please ensure that all outstanding matters are resolved by the termination date. We request a confirmation of the termination agreement at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]