

Notice of Discontinuation of Vendor Relationship

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you that [Your Company Name] will be discontinuing our vendor relationship with [Vendor Name], effective [Date of Termination]. This decision has been made after careful consideration, and we believe it is in the best interest of our organization.

Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline] to facilitate prompt processing. Any remaining materials or obligations will need to be completed or settled by [Final Settlement Date].

We appreciate the services you have provided during our partnership and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]