

Notification of Contract Termination

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you that we will be terminating our contract with you, effective [Termination Date]. This decision comes as a result of [brief explanation of reason, if applicable].

Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline] and that all contracted obligations are fulfilled by the termination date.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]