

# Letter of Termination of Vendor Services

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We regret to inform you that we are terminating our vendor services agreement with [Vendor Company Name], effective [Termination Date]. This decision has been made after careful consideration of our current needs and strategic direction.

We appreciate the services you have provided during our partnership and value the effort you have contributed to our mutual success. However, we have determined that it is in our best interest to seek alternative solutions moving forward.

Please ensure that all outstanding transactions and obligations are completed by the termination date. We would appreciate your cooperation in transitioning services smoothly.

Thank you once again for your services. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]