

# Vendor Agreement Cancellation

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Vendor Name  
Vendor Address  
City, State, Zip Code

Dear [Vendor's Name],

Subject: Cancellation of Vendor Agreement

We are writing to formally notify you of the cancellation of our vendor agreement dated [Date of Agreement]. This decision has been made due to [brief reason for cancellation].

As per the terms outlined in our agreement, we are providing you with [number of days] days' notice, effective immediately. We request that you cease any further actions related to our agreement and provide any outstanding invoices by [final invoice date].

We appreciate the collaboration we have had and wish you the best in your future endeavors.

Sincerely,

Your Name  
Your Position  
Your Company Name