

Vendor Contract End Notification

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you that your contract with [Your Company Name] for services rendered will be concluding on [Contract End Date]. We appreciate the partnership we have had and acknowledge the contributions you have made during this time.

Per the terms outlined in our agreement, please ensure that all outstanding obligations are fulfilled by the contract end date. We ask that you submit any remaining invoices by this date to facilitate the settlement process.

Should you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you once again for your service and support. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]