

Contract Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date], effective [Insert Termination Date]. This decision has been made based on [briefly explain reason for termination, if applicable].

We request that you cease all work related to the contract as of the termination date mentioned above. Please ensure that all final invoices and any outstanding obligations are submitted by [Insert Submission Deadline].

We appreciate your understanding in this matter and thank you for the services provided during our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]