

# Vendor Partnership Termination Letter

[Your Company Letterhead]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of our decision to terminate the vendor partnership between [Your Company Name] and [Vendor Name], effective [Termination Date]. This decision has not been made lightly and follows careful consideration of our current business needs and objectives.

We appreciate the services and support that you have provided to us during our partnership. However, after evaluating our vendor relationships, we believe that it is in the best interest of our company to pursue different avenues moving forward.

We request that you cease all current services and finalize any outstanding matters by the termination date mentioned above. Please let us know how we can assist in ensuring a smooth transition.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]