

Contract Termination Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip]

Dear [Vendor's Name],

We are writing to formally notify you of our decision to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Vendor's Company Name] without cause, effective [Insert Termination Date].

As per the terms of the contract, we are providing [Insert Notice Period, e.g., "30 days"] notice prior to the termination of services. Please be assured that this decision was made after careful consideration and is not a reflection of your performance or services provided.

We appreciate your partnership and the services you have provided. We request you to ensure that all outstanding matters are addressed in a timely manner before the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Contact Information]