

Vendor Replacement Announcement

Date: [Insert Date]

To: [Vendor Name/Company Name]

From: [Your Company Name]

Subject: Notice of Vendor Replacement

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that, effective [Effective Date], [Your Company Name] will be transitioning to a new vendor for [specific services/products]. This decision has been made after careful consideration to enhance our service quality and better meet the needs of our clients.

We appreciate the service and support you have provided to us during our partnership. It has been a pleasure working with you. However, we believe this change is necessary for our future success.

Please feel free to reach out to us if you have any questions or if we can assist you during this transition. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]