

Vendor Exit Notification

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to inform you that, effective [Effective Date], [Your Company Name] will no longer require the services provided by your company. This decision has been made after careful consideration and is due to [brief reason for exit].

We appreciate the efforts and services you have provided during our partnership, and we wish you success in your future endeavors. Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline] to ensure timely processing.

If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]