

# Vendor Agreement Cessation Letter

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 our decision to cease our vendor agreement, effective [insert termination date]. This decision was made after careful consideration and aligns with our internal policies.

We appreciate the services you have provided to us thus far and acknowledge the contributions you have made. Please ensure that all outstanding invoices are settled by the termination date mentioned above.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]