

Vendor Agreement Conclusion

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally conclude our vendor agreement dated [Insert Date]. After careful consideration, we have decided to end our partnership effective [Insert End Date].

We appreciate the services you have provided during our collaboration and thank you for your support.

Please ensure that all outstanding invoices are submitted by [Insert Submission Date] so we can process them accordingly.

We wish you all the best in your future endeavors. Should you require any further information, feel free to reach out.

Thank you once again.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]