

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date], as per the terms outlined in Section [Insert Section Number] of the agreement.

This termination will be effective as of [Insert Termination Date]. We appreciate your services; however, we have decided to move in a different direction.

Please ensure that all outstanding obligations are settled by the termination date. If you have any questions regarding this notice, feel free to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]