

# Vendor Partnership Closure Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this letter finds you well. After careful consideration, we regret to inform you that we have decided to terminate our partnership with [Vendor Company Name], effective [Termination Date]. This decision was not made lightly and reflects our changing business needs.

We appreciate the services you have provided and the collaboration we have shared during our partnership. Please ensure that any outstanding invoices are settled by the closure date mentioned above.

We wish you all the best in your future endeavors. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]