

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to wind down our vendor relationship effective [Last Date of Service]. This decision was not made lightly, and we appreciate the support and services you have provided to us over the past [Duration].

As we prepare for the transition, we kindly request your collaboration in ensuring a smooth and efficient wind-down process. Specifically, we would like to discuss the following points:

- Final invoicing and payment procedures.
- Return of any company property.
- Transition of ongoing projects or commitments.
- Any outstanding issues that need resolution.

Please let us know a convenient time for us to discuss this in further detail. We value the work we have done together and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]