

# Vendor Service Discontinuation Notice

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to inform you that, after careful consideration, we have decided to discontinue the services provided by [Vendor's Company Name] effective [Last Service Date]. This decision was made as part of our strategic evaluation of our vendor relationships.

We appreciate the services you have provided to us during our partnership and thank you for your support. Please ensure that any outstanding invoices are submitted by [Invoice Submission Deadline] for processing.

If you have any questions regarding this discontinuation or need assistance during this transition, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]