

Vendor Service Termination Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you that we are terminating our vendor service agreement, effective [Insert Termination Date]. This decision is based on [briefly state reason if applicable, e.g., performance issues, changes in business strategy, etc.].

We appreciate the services that you have provided us during the contract period. Please ensure that all outstanding invoices are submitted by [Insert Invoice Submission Deadline] to facilitate prompt payment.

We hope this decision does not adversely affect our professional relationship and we wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]