

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you that we will be terminating our contract dated [Contract Date] for [Description of Services], effective [Termination Date]. In accordance with the terms outlined in our agreement, we are providing you with [number of days] days' advance notice.

This decision is based on [brief explanation of the reason for termination, if appropriate]. We appreciate the services you have provided to us during our partnership and wish you the best in your future endeavors.

Please ensure that all outstanding obligations are settled by the termination date. We would like to schedule a meeting to discuss any final details and ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]