

Vendor Contract Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of the termination of our vendor contract dated [Insert Contract Date] due to circumstances that qualify as force majeure.

As you are aware, the unforeseen events such as [insert specific events, e.g., natural disasters, pandemics] have significantly impacted our operations and have rendered it impossible for us to continue with the terms of our agreement.

In accordance with the clauses outlined in our contract regarding force majeure, we are hereby giving you [Insert Notice Period] notice of termination, effective [Insert Termination Date]. We appreciate the services provided during the contract period and wish you the best in future endeavors.

If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]