

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Company Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Termination of Vendor Contract

We are writing to formally notify you of the termination of the contract between [Your Company Name] and [Vendor's Company Name], effective immediately, due to a breach of terms outlined in our agreement dated [Contract Start Date].

Despite our previous discussions regarding the infractions, we have not observed sufficient corrective actions, specifically regarding [specific breach details]. This failure to comply with the terms of our agreement has left us with no choice but to terminate our relationship.

We request that you cease all work immediately and submit any outstanding invoices for work performed up to this date. According to the terms of the contract, we will not be liable for any future payments or obligations.

If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]