

Letter of Termination

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that due to ongoing issues regarding the quality of service provided, we have decided to terminate our contract with you, effective [Insert Termination Date]. Despite our previous discussions and attempts to resolve these issues, we have not seen satisfactory improvement.

We appreciate the services you've provided in the past but can no longer continue with our partnership under the current circumstances. Please ensure the cessation of all services by the termination date and settle any outstanding matters by then.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]