

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Termination of Contract

Dear [Vendor Name],

We regret to inform you that due to financial constraints, we must terminate our vendor contract effective [termination date]. This decision was not made lightly, and we have greatly appreciated your services during our partnership.

We will ensure that all outstanding payments are settled before the termination date, and we will fulfill any remaining obligations as per our agreement.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]