

[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 Vendor Contract for Non-Performance

Dear [Vendor Contact Name],

We are writing to formally notify you of the termination of the contract between [Your Company Name] and [Vendor Name] dated [Contract Start Date], due to non-performance as outlined in our agreement.

Despite our repeated requests for improvement, we have not observed the necessary actions to meet the performance standards agreed upon in the contract. As a result, this contract will be terminated effective immediately.

Please ensure that all pending matters are concluded and all materials and data belonging to [Your Company Name] are returned by [return date].

We appreciate the efforts made during the term of our agreement and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]