

# Vendor Contract Termination Letter

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

## **Subject: Termination of Vendor Contract**

Dear [Vendor's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to terminate the vendor contract between [Your Company Name] and [Vendor Company Name], dated [Contract Start Date], in accordance with the termination clause outlined in the agreement.

This decision has been made as we are currently seeking a new partner that can better align with our evolving business needs. We appreciate the services you have provided to us and thank you for your support during our partnership.

As per the terms of the contract, the effective termination date will be [Effective Termination Date]. We expect all outstanding matters to be settled by this date, including [list any outstanding obligations].

We wish you and your team continued success in the future. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]