

Vendor Contract Termination Letter

Subject: Termination of Vendor Agreement

Dear [Vendor's Name],

We are writing to inform you that [Your Company] has decided to terminate the vendor agreement dated [Contract Date], effective [Termination Date]. While we have appreciated your services, our procurement strategy is shifting, and we will no longer require the products/services provided under this contract.

We request that all outstanding orders be delivered and settled before the termination date. Please provide a final invoice by [Date].

We thank you for your support and wish you continued success.

Sincerely,

[Your Name]

[Your Position]

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