

Quick Farewell Email to Vendors

Subject: Farewell and Appreciation

Hi [Vendor Name],

We would like to inform you that [Company Name] will be ending our business relationship as of [End Date]. Thank you for your service and support during our collaboration.

We hope to maintain positive connections in the future.

Best regards,

[Your Name]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/farewell-letter-to-suppliers-or-vendors>