

Official cancellation of vendor services

Subject: Termination of Vendor Agreement

Dear [Vendor's Name],

After careful consideration, we regret to inform you that we will be terminating our vendor agreement with [Vendor Company Name], effective [date]. This decision was reached based on our current business requirements and strategic direction.

We kindly ask you to ensure that all outstanding orders are fulfilled by [final delivery date], and any pending invoices are submitted for settlement by [payment deadline]. Beyond the termination date, no further transactions will be processed.

We value the services you have provided and appreciate your cooperation throughout our working relationship. We wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/vendor-cancellation-letter>