

Termination because of vendor performance problems

Subject: Termination of Vendor Relationship

Dear [Vendor's Name],

We regret to inform you that we are terminating our vendor agreement with [Vendor Company Name], effective immediately. This decision is based on repeated performance concerns, including delayed deliveries, inconsistent product quality, and communication challenges.

While we value the effort you have put into our partnership, our business operations require a higher level of reliability. All outstanding financial obligations will be cleared by [payment deadline].

We wish you success in addressing these challenges with future clients.

Sincerely,

[Your Name]

[Your Title]

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