

Polite and casual termination notice

Subject: Ending Our Vendor Relationship

Hi [Vendor's First Name],

I wanted to personally let you know that we'll be discontinuing our vendor arrangement with [Vendor Company Name] starting [date]. This isn't a reflection on your team, but rather a shift in our business needs.

We'll wrap up all pending payments and make sure everything is settled smoothly. It's been great working with you, and I truly appreciate the support you've given us.

Wishing you all the best going forward.

Best regards,

[Your Name]

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