

Termination for financial restructuring

Subject: Vendor Agreement Cancellation Due to Restructuring

Dear [Vendor's Name],

Due to internal cost-cutting measures and restructuring efforts, we must unfortunately cancel our vendor agreement with [Vendor Company Name], effective [date].

We request that all pending transactions be completed prior to this date, and final invoices be submitted no later than [deadline]. Please be assured that this decision is not a reflection on your performance but rather a necessary financial adjustment.

Thank you for your understanding and cooperation.

Respectfully,

[Your Name]

[Your Position]

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