Immediate termination notice

Subject: Immediate Termination of Vendor Agreement

Dear [Vendor's Name],

This message is to notify you that our vendor agreement is terminated effective immediately as of [date]. Please halt all pending shipments and activities associated with our account.

Our finance team will process any outstanding payments within [timeframe]. Kindly confirm receipt of this message at your earliest convenience.

Regards,

[Your Name]

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