

Warm and appreciative tone

Subject: Termination of Our Vendor Agreement

Dear [Vendor's Name],

It is with sincere regret that we must terminate our vendor agreement with [Vendor Company Name], effective [date]. Over the course of our partnership, your team has provided valuable support, and we are grateful for the effort and commitment you have shown.

This decision is a result of business realignment rather than any dissatisfaction with your services. We hope to keep the door open for future opportunities to work together again.

Thank you once again for your dedication and partnership.

Warm regards,

[Your Name]

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