

Vendor Contract Termination Letter

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, ZIP Code]

Subject: Termination of Vendor Contract

Dear [Vendor's Name],

I hope this letter finds you well. We are writing to formally notify you of our decision to terminate the vendor contract between [Your Company Name] and [Vendor's Company Name] effective [Termination Date].

After careful consideration and evaluation of our business needs and priorities, we have decided to take a different direction that no longer requires the products/services provided under the current vendor agreement. This decision is not a reflection of the quality of your products/services, but rather a strategic shift within our organization.

Please be advised that this termination will be in accordance with the terms and conditions outlined in the original contract. We expect both parties to fulfill any remaining obligations and responsibilities as stipulated in the agreement up until the termination date.

Our accounting department will be in touch to settle any outstanding payments, invoices, or financial

matters related to the contract. We kindly request that you provide us with any information or documentation necessary to facilitate a smooth transition.

We sincerely appreciate the dedication and effort that you and your team have put into our business relationship over the duration of our contract. It is our hope that we can part ways amicably and maintain a positive professional connection for any potential future endeavors.

Please confirm your receipt of this letter and your understanding of the termination process. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your services and collaboration. We wish you all the best in your future endeavors.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company]