Short termination email for vendors

| Subject: Contract Termination Notice |
|---|
| Dear [Vendor's Name], |
| This is to inform you that we will be terminating our vendor contract, effective [termination date] |
| Please consider this email as our official notice in compliance with the terms of our agreement. |
| We request you to complete pending obligations and send any final invoices before [deadline]. |
| Thank you for your cooperation. |
| Regards, |
| [Your Name] |
| [Your Position] |

Get more templates here:

https://www.lettersandtemplates.com/letters/vendor-contract-termination-letter