

Professional Vendor Termination Letter

Subject: Termination of Vendor Agreement

Dear [Vendor Name],

We regret to inform you that [Company Name] has decided to terminate the existing vendor agreement dated [Agreement Date], effective [Termination Date]. This decision has been taken due to [reason: performance issues, contract breach, business realignment, etc.].

We request that all pending orders be completed and that any outstanding invoices be submitted before the termination date. Please ensure a smooth handover of all materials, records, and access provided during the term of the agreement.

We appreciate the services rendered and hope for a cooperative conclusion to this relationship.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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