

Serious Vendor Termination Letter

Subject: Immediate Termination of Vendor Services

Dear [Vendor Name],

Due to repeated breaches of contract and non-compliance with agreed standards, [Company Name] is terminating the vendor agreement effective immediately as of [Date].

Please cease all services and deliveries immediately. Any pending invoices will be reviewed and settled as per contractual obligations. We request the return of all company property and confidential information.

We hope this action underscores the seriousness of contractual compliance in business relations.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/vendor-termination-letter>