

Heartfelt Vendor Termination Letter

Subject: Termination of Vendor Agreement

Dear [Vendor Name],

It is with sincere appreciation that we notify you of the termination of our vendor agreement effective [Date]. While this decision is part of our company's restructuring, we are grateful for the dedication and quality of service you have provided.

We hope this transition is smooth and that we can maintain positive professional relations in the future. Please ensure all pending orders and documentation are finalized.

Thank you for your understanding and cooperation.

Warm regards,

[Your Name]

[Position]

[Company Name]

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