[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Termination of Vendor Agreement**

Dear [Vendor’s Name],

We are writing to formally notify you that [COMPANY NAME] is terminating the vendor agreement dated [Agreement Date] between [COMPANY NAME] and [Vendor’s Name] (the “**Agreement**”).

In accordance with Section [NUMBER] of the Agreement, this termination is effective as of [*Effective Termination Date*]. Until this date, we expect all outstanding obligations to be fulfilled, including:

* [*List specific obligations, if any, e.g., “Delivery of pending orders,” “Submission of final invoices,” or “Return of company property.”*]

The decision to terminate this agreement was made after careful consideration of [*brief explanation of the reason, if appropriate, e.g., “service quality concerns,” “changes in business needs,” or “contractual breaches”*].

**Next Steps**:

* [*Describe any final requirements, e.g., “Please provide a final invoice by [date] for reconciliation.”*]
* [*If applicable, “Ensure all [company property/documents] are returned to [address/contact] by [date].”*]

We appreciate your cooperation in ensuring a smooth transition and fulfilling all obligations prior to the effective termination date. If you have any questions or require clarification, please contact [Name, Title] at [Email Address/Phone Number].

We thank you for your past service and wish you success in your future endeavors.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]