

Formal vendor contract termination notice

Subject: Termination of Contract Agreement

Dear [Vendor's Name],

We are writing to formally notify you of our decision to terminate the contract agreement between [Your Company Name] and [Vendor's Company Name], effective [termination date], in accordance with the terms outlined in clause [X] of our contract.

This decision was made after careful review of our business requirements and is aligned with the notice period specified in our agreement. We kindly request that all outstanding obligations be settled prior to the termination date. Please provide final invoices, pending deliverables, and any relevant documentation no later than [specific deadline].

We thank you for the services provided during the duration of our agreement and wish you success in your future endeavors.

Sincerely,

[Your Full Name]

[Your Position]

[Company Name]

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