

Friendly termination letter to vendor

Subject: Ending of Our Contractual Agreement

Dear [Vendor's Name],

I would like to extend my appreciation for the services your company has provided under our agreement dated [contract date]. After reviewing our business strategy, we have decided to discontinue the contract effective [termination date].

This termination is based solely on our strategic changes and is not a reflection of the quality of your services. We will ensure that all financial matters are closed smoothly and that no pending obligations remain.

It has been a pleasure working with you, and we hope to collaborate again in the future under different circumstances.

Best regards,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/vendor-contract-termination-letter>