

Short termination email for vendors

Subject: Contract Termination Notice

Dear [Vendor's Name],

This is to inform you that we will be terminating our vendor contract, effective [termination date].

Please consider this email as our official notice in compliance with the terms of our agreement.

We request you to complete pending obligations and send any final invoices before [deadline].

Thank you for your cooperation.

Regards,

[Your Name]

[Your Position]

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