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# Contract Termination Letter to Vendor

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Vendor's Name]**

[Vendor's Position/Title]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

**Subject:** Termination of Vendor Contract

**Dear [Vendor's Name],**

I am writing to formally terminate the contract between [Your Company Name] and [Vendor's Company Name], dated [Start Date of Contract]. This termination is in accordance with the terms outlined in the agreement under section [Relevant Section of the Contract], which allows for termination with [Notice Period] notice.

The reason for this termination is [clearly state reason, e.g., unsatisfactory service, non-compliance, or changes in business requirements].

As stipulated in the contract, please ensure all pending obligations, including [e.g., delivery of remaining goods, payment of outstanding invoices], are completed by [Final Date for Fulfillment of Obligations].

We appreciate your service during the contract period and wish you continued success in your business endeavors. Should you have any questions, feel free to contact me at [Your Contact Information].

**Sincerely,**

[Your Full Name]

[Your Job Title/Position]

[Your Company Name]