### horizontal line**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]