TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Vendor termination letter

Dear **[Supplier/Vendor Name]**,

We regret to inform you that we have decided to terminate our business relationship with you effective **[Date]**. This decision was not made lightly and has come after careful consideration and evaluation of our business needs.

Over the past few months, we have noticed several issues with the quality of the products/services provided by your company, including delays in delivery, subpar customer service, and frequent mistakes in orders. These issues have had a negative impact on our business operations and have caused us to lose valuable time and money.

Despite our efforts to work with you to resolve these issues, we have not seen significant improvements in the quality of your products/services. As a result, we have no other option but to terminate our contract with your company.

We appreciate the business relationship we have had with you over the years and thank you for your efforts in meeting our needs. We wish you all the best in your future endeavors.

Please arrange to pick up any remaining inventory or supplies from our premises by **[Date]**, after which any remaining items will be disposed of.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**