TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Vendor termination letter

Dear **[Vendor Name]**,

I am writing to inform you that we have decided to terminate our business relationship with your company, effective **[insert date]**. Our decision is based on your company's consistent failure to meet the agreed-upon quality and delivery standards, as well as your repeated failure to adhere to the terms of our agreement.

As per the terms of our agreement, we will be withholding any outstanding payments until all outstanding orders are fulfilled, and all defective or unsatisfactory products are replaced or refunded. We kindly request that you provide us with a detailed plan of action to rectify the issues at hand within the next 10 days.

We understand that terminating a business relationship can be difficult, but our company has no choice but to take this step to protect our interests. We thank you for your services in the past and wish you the best in your future endeavors.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**