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 regret to inform you that we have decided to terminate our business relationship with your company, effective immediately. Our decision is based on several factors, including consistent delays in delivery, poor quality of products, and unresponsiveness to our repeated requests for improvement.

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.

Please note that this decision is final, and we will not entertain any further negotiations or appeals. We appreciate the services you have provided to us in the past and wish you the best of luck in your future endeavors.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**