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 Name]**,

It is with regret that we inform you that we have decided to terminate our business relationship with your company effective **[insert date, e.g., 30 days from now]**. We have carefully evaluated our business operations and have decided to make some changes to better align with our long-term goals. Unfortunately, this means we will no longer require your services.

We would like to take this opportunity to thank you for the support and assistance you have provided to our company over the years. Your products and services have been invaluable to us, and we appreciate the hard work and dedication that you and your team have put into supporting our business.

We will settle all outstanding invoices and payments promptly and expect that you will fulfill any remaining obligations to us as per our contract. We kindly request that you return any outstanding materials or equipment belonging to us at your earliest convenience.

We appreciate your understanding and cooperation in this matter. We would also like to offer our best wishes for your future success.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**