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]**,

I regret to inform you that we have decided to terminate our business relationship with your company effective immediately. 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.

Please note that this decision was not made lightly, and we appreciate the hard work and dedication that you and your team have put into supporting our business over the years. We would like to thank you for your contributions and wish you all the best in your future endeavors.

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.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**