

Contract Termination Letter to Vendor

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Subject: Termination of Contract

Dear [Vendor's Name],

This letter is to formally notify you of our decision to terminate our contract with [Vendor Company Name] effective [Termination Date]. This decision is based on [specific reasons, e.g., non-compliance with terms, changes in business needs].

As per the agreement, the following terms will apply:

1. **Outstanding Payments:** Final payment of [amount] will be made by [date] upon receipt of outstanding invoices.
2. **Service Handover:** Please ensure all pending deliverables are completed by [specific date].
3. **Return of Materials:** Any company property or materials in your possession should be returned by [specific date].
4. **Post-Termination Support:** If applicable, provide support until [specific date] to ensure a smooth transition.

We appreciate the services provided by your company and hope to collaborate again in the future under different circumstances. Should you have questions or need clarification, please contact [Your Contact Information].

Sincerely,
[Your Name]
[Your Position]