

# SERVICE TERMINATION LETTER TO VENDOR

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DATE

[Vendor's Name]

[Vendor's Street Address]

[Vendor's City, State, and Zip Code]

Dear [Vendor's last name]

I'm writing this letter to formally and regrettably inform you that we've decided to end our contract to [name of the service] effective on [effective date] due to

- Reason 1
- Reason 2
- Reason 3
- etc.

Please be aware that this decision cannot be changed.

Send us your most recent invoice, and we'll pay it right away.

On behalf of [name of your organization], I would want to thank you for the service you have provided over the[#] months/years.

Please contact me at [email] or [mobile] if you have any questions. We do wish you the best in your future endeavors.

I have attached to this letter [name of the documents] for easy reference.

Sincerely