

# Formal Notice Letter to Terminate Services with Vendor

[Your Company Letterhead]

[Date]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Attention: [Vendor Contact Name and Title]

## **Subject: Notice of Termination of Services**

Dear [Vendor Contact Name],

This letter serves as formal notice that [Your Company Name] will terminate the services provided by [Vendor Company Name], pursuant to the terms of our existing agreement dated [Agreement Date]. The effective date of termination will be [Termination Date], allowing for the required notice period as stipulated in our contract.

[Optional: If applicable, briefly state the reason for termination, e.g., "This decision results from a strategic change in our business direction."] The termination does not reflect dissatisfaction with your offered services, and we extend our appreciation for your partnership to date.

Please ensure all outstanding obligations are addressed, including settlement of invoices and delivery of pending goods or services prior to the termination date. Kindly provide written confirmation of the contract closure and return any company property or confidential information in your possession.

Should you have any questions or require clarification regarding this notice, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your service and cooperation throughout our business relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]