

[Your Company Letterhead]
[Date]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Company Address]
[City, State, ZIP Code]

Subject: Termination of Service Contract

Dear [Vendor's Contact Name],

This letter serves as formal notice of our decision to terminate the service contract (Contract No. [Contract Number]), dated [Contract Start Date], between [Your Company Name] and [Vendor's Company Name] in accordance with the terms set forth in Section [Relevant Section Number] of our agreement.

The termination will be effective as of [Effective Termination Date]. The reason for this termination is [briefly state reason, e.g., changing business needs, non-performance, restructuring, etc.]. We request that you cease all services under this contract as of the effective date.

Please ensure that any company property, documentation, or materials in your possession are returned by [date or timeline]. We kindly ask that you provide a final invoice outlining any outstanding amounts due, and settle any pending financial obligations within [number of days] days from the effective date.

We appreciate the services your company has provided and value the relationship that has been built during our partnership. If you have any questions regarding this termination or require further information, please contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]