

# Sample Business Letter for Service Termination to Vendor

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

**Subject: Notice of Service Termination**

Dear [Vendor Contact Name],

We would like to thank you for the services you have provided to [Your Company Name] under the existing service agreement dated [Agreement Date]. We appreciate the partnership and commitment your team has demonstrated during our business relationship.

However, after careful consideration, we have decided to terminate our service agreement effective [Effective Termination Date]. This decision is based on [briefly outline the reason(s) for termination, if appropriate, e.g., changes in business needs, performance issues, or financial constraints].

In accordance with the terms of our contract, we request that you complete all outstanding obligations and settle any pending matters by the termination date mentioned above. Please provide us with a final invoice for any services rendered up to this date, along with confirmation of cancellation of all active services/products.

We would like to ensure a smooth transition and ask for your cooperation in this process. Should you need further clarification regarding the termination or require assistance closing accounts, please feel free to contact us at [Your Contact Information].

We thank you once again for your services and wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email Address]

[Your Phone Number]