

# 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]