Vendor Contract Termination Letter

To

From

Subject   Termination of Vendor Contract

Dear _____ ,

This letter has been written to formally inform you that the **Vendor Contract** dated _____ signed between us has been terminated, effective as of _____. This termination is being made in accordance with the terms outlined in the "**Termination**" section of the Vendor Contract which allows parties to terminate the contract with _____ days prior notice.

As of the termination date, please ensure that all outstanding obligations are completed, and that any pending deliveries are concluded by this time. Please ensure that all final invoices are submitted to us by _____.

We would like to take this opportunity to thank you for your services during the course of our agreement. We would be pleased to explore future opportunities for collaboration.

Please confirm receipt of this letter and be sure that the necessary arrangements are being made to ensure a smooth transition. If you have any questions or require further clarification, feel free to contact me at _____.

Thank you for your attention to this matter.

Name

Title

Date

Signature

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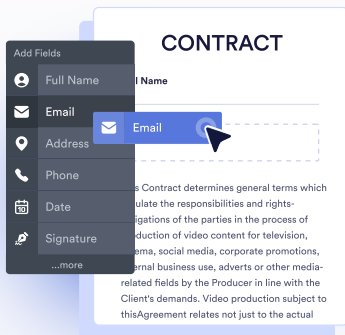# Thanks for using Vendor Contract Termination Letter! To edit this PDF with Jotform Sign, sign up for a free Jotform account today.

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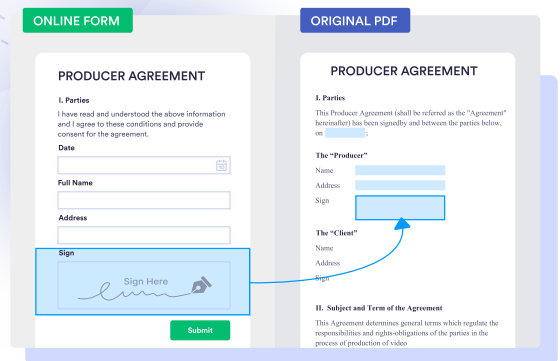
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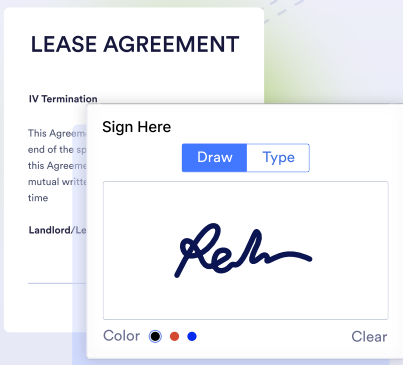Convert your PDF files into online forms that are easy to fill out on any device.

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