

Termination Letter for Vendor

Dear ----- [Name of the vendor],

I am writing this letter to inform you that we have to terminate the contract with your company [vendor company] and will no longer be needing your services as on [date of termination].

We appreciate all the work you have done and the services you have provided until now. But due to reasons like [list of reasons for dissatisfaction], we have to terminate your contract. Despite repeated communication and complaints, you failed to change the low quality [product/service].

You are hereby advised to cease all the further performance. Your full and final payment will reach you directly to your office or wired to your account. If you have any queries regarding the termination, please feel free to contact us at [phone number] or email us at [email id].

Sincerely,