

TERMINATION LETTER FOR VENDOR

(Template THREE)

From,

Your Name/Name of Sender_____

Company/Business Name_____

Company/Business Address_____

Date: DD/MM/YY (date of the writing of letter)

To,

Recipient/Vendor Name_____

Business Name and Address_____

SUBJECT: TERMINATION OF VENDOR CONTRACT

Dear (name and salutation of the recipient),

You have been a vendor for our company for the last (number of years) and we had a contract of (agreed years of contract) of your service. But since you are unable to provide us our basic requirements in due time, our company is getting lagged in many respects.

(Describe actual cause and situation)

The quality of your supplies also depleted to a huge extent over the last few months while we have been observing. (Explain every detail about the situation).

Since we are receiving a massive amount of customer dissatisfaction reviews leading to major losses to our company, we will like to end up this contract with you on the upcoming (date of the contract termination). (Describe company authority decision and policy).

We need a much more efficient supplier, which you couldn't meet up to. You are requested to co-operate with us to the fullest for setting up all financial dues as early as possible.

Please accept this letter as our formal notice of contract termination.

Sincerely,

(Your signature)

Name and Job Tittle