

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor Contact Person Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Contract Termination

Dear [Vendor Contact Name],

This letter serves as formal notice that [Your Company Name] is terminating its contract with [Vendor Company Name] for [Name of Service/Product], effective [Final Date of Service].

The reason for this termination is a recent change in ownership and management of [Your Company Name]. As part of this transition, we are restructuring our operations and consolidating our vendor relationships. This decision is based solely on organizational changes and is not a reflection of the quality of service provided by your team.

Pursuant to the terms of our agreement dated [Contract Start Date], we are providing the required [Number of Days] days' notice. Please ensure that all final invoices are submitted by [Date] to ensure prompt payment. We also request that you return any company property or confidential data in your possession by the termination date.

We appreciate the partnership we have shared and thank you for your services during our time of operation. Please acknowledge receipt of this letter and confirm the final date of service.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]