**Vendor Termination Letter**

Dear [Vendor's Name],

I am writing to inform you of our decision to terminate our contract with [Vendor Company Name]. Effective [Termination Date], we will no longer require your services as our vendor.

After careful consideration, we have decided to terminate our contract due to [specific reason for termination]. We have noticed a consistent decline in the quality of the goods/services provided, which has directly impacted our operations. Despite our previous attempts to address these issues, there has been no improvement.

By the terms of our contract, we are providing [Notice Period, if applicable] notice of termination. During this period, we expect all outstanding obligations to be fulfilled, including the delivery of any pending orders and the resolution of any outstanding issues.

We understand that this termination may pose challenges for your company, and we are willing to assist in any way we can during this transition. If you require information on alternative vendors or need recommendations for finding new suppliers, please do not hesitate to reach out to us.

We would like to express our gratitude for the services you have provided us in the past. Despite the current circumstances, we appreciate the effort and dedication you have shown. We hope that our paths may cross again in the future.

Thank you for your attention to this matter. Please sign and return a copy of this letter to confirm your receipt and understanding of the termination.

Sincerely,

[Your Name]

[Your Title]