

## Vendor Termination Letter

[Name of Sender]

[Name of Sender's Company]

[Title of Sender]

[Address of Company]

[City, State, Zip Code]

[Date]

[Name of Vendor Manager]

[Name of Vendor's Company]

[Address of Vendor's Company]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that the contract between Name of Company and you for the supply of 10 cases of bottled water per week will expire on [Date] and will not be renewed. The contract stipulates that we may cancel at any time before the expiration of the contract.

We would like to take this opportunity to thank you for your service over the past year. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your name]

[Your position]

[Your company]