

Termination Letter

From,
Name of Sender
Address of Sender

Date

Name of Recipient
Address of Recipient

Dear ———- [Name of the vendor],

This letter is to inform you about the termination of the contract between [your company name] and your company [vendor company name] and it will be effective on [date of termination].

With deep regret, we would like to inform you we have decided to terminate the contract because we have been facing delivery issues and also, we are getting complaints about your goods from our clients. We have informed you earlier about the issue numerous times. But seems it was not addressed which bound us to end the agreement.

Kindly accept this notice of agreement termination. The current order will be our last order with you. We had a good time working with you but client satisfaction is also our priority. Hope you understand our situation. All the best for your future endeavors!

Sincerely,
(Your Signature)
Sender's Name
Designation