To,

[Name of Recipient]

[Address of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Termination Letter to Vendor**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to inform you that the contract between your company [mention recipient’s company name] and our company [sender’s company name], of supplying 200 packs of coffee per week will expire on [mention date of expiry]. As per the terms of the contract, both the parties are free to end the contract whenever they desire to do so.

So, I am writing this letter to formally inform you that we will be terminating this contract from [mention date]. We have formed a contract with another vendor who will be supplying us a more high quality coffee packs and at a lower price.

Our company would like to thank you for the quality services that you have provided us and it was a pleasure doing business with your organization. Please make sure to clear all your dues till the end of this month.

For any queries, make sure to contact me through the given below details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]