From,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ (date of the writing of the letter)

To,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: termination of vendor contract

Dear \_\_\_\_\_\_\_\_\_ (name and salutation of the receiver),

You have been a vendor for our company since the last one year and we had a contract of four years of your service. But since you are unable to provide us our requirements in proper time, our company is getting lagged in many respects.  Even the quality of your supplies have also depleted to a huge extent since the last four months, we have been observing.

Since we are receiving a massive amount of customer dissatisfaction reviews leading to significant losses to our company, we’d like to end up this contract with you on the upcoming \_\_\_\_\_\_\_\_\_\_\_\_ (date of the termination). We need a much more efficient supplier, which you couldn’t meet up to. You are requested to co-operate with us to the fullest for settling up all the financial dues as early as possible.

Thanking you,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature