



Vendor Service Cancellation Letter

[YOUR COMPANY NAME]

[YOUR COMPANY ADDRESS]

September 15, 2050

Ryan Hale

Taste Trail Food Delivery

Austin, TX 78701

Subject: Cancellation of Service Agreement

Dear Mr. Hale,

I am writing to formally notify you that [YOUR COMPANY NAME], will be terminating the service agreement dated June 1, 2051, effective October 1, 2051.

After careful consideration, we have decided to end our partnership due to the services provided not meeting our expectations and standards. Despite our previous discussions and attempts to resolve these issues, we have determined that it is in our best interest to seek alternative solutions.

Please ensure that any outstanding invoices are submitted by September 30, 2051, and all company property or materials in your possession are returned by September 25, 2051.

Should you have any questions or require further clarification regarding this cancellation, please do not hesitate to contact me at [YOUR COMPANY NUMBER] or [YOUR COMPANY EMAIL].

Thank you for your attention to this matter. We appreciate your past efforts and wish you all the best in your future endeavors.

Sincerely,

Signature

[YOUR NAME]

Procurement Manager

Sample Letter To Vendor To Discontinue Service

**United States. Securities and
Exchange Commission**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the United States Securities and Exchange Commission text.

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