

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Termination of PVC Pipe Supply Contract

According to the terms outlined in our contract dated [Contract Date], we are hereby providing notice of termination of the agreement for the supply of PVC pipes.

This decision was made due to [brief reason for termination, e.g., "the failure to meet the agreed delivery schedules"].

As per the contract stipulations, this termination will be effective [termination effective date, typically 30 days from the date of this letter].

Please ensure that all outstanding invoices are submitted by [final invoice submission date] to facilitate a timely settlement.

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]