Date

Contact Name

Contact Title

Vendor Name

Street Address

City State Zip

RE: Notice of Contract Termination (Add contract name/number/date etc.)

Dear ,

I am writing to formally notify you that, effective [contract termination date], the Community College of Rhode Island (CCRI) will no longer require the services of [recipient company] and is hereby terminating our contract. This letter serves as the minimum notice required under the terms of our contract. [Insert reason for contract termination].

CCRI appreciates the services your company has provided and is committed to ensuring a smooth and orderly transition. Please confirm receipt of this notice and advise of any final steps necessary to close out the contract:

* Return any data, files, documentation, or deliverables due to CCRI.
* Submit any outstanding invoices.
* Identify and resolve any license or user access issues.
* Share a timeline and expectations for service wind-down.

Per our contract, CCRI understands that no early termination fees will apply.

If you have any questions, please email me at contracts@ccri.edu at your earliest convenience.

Thank you for your cooperation and support throughout our engagement. CCRI values the working relationship we have had and appreciates your assistance during this transition period.

 Sincerely,

Lisa Considine-Fontes

Director of Purchasing

Community College of Rhode Island