

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notification regarding the expiration of our contract ([Contract Number/Title]) dated [Start Date]. As outlined in the contract, it is set to expire on [Expiration Date].

We would like to take this opportunity to express our gratitude for the collaboration we have had during the term of our agreement. We appreciate your services and professionalism.

If you have any questions or require further information, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding and we wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]