

# Acknowledgment for Non-Renewal of Agreement

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your notice regarding the non-renewal of the agreement dated [original agreement date] between [Your Company Name] and [Recipient's Company Name]. We confirm that, as per your request, the agreement will not be renewed upon its expiration on [expiration date].

We appreciate the partnership we have had over the past [duration of agreement] and thank you for your cooperation. Should you require any further assistance during this transition, please do not hesitate to reach out.

Thank you once again for the collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]