

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of your communication regarding the non-renewal of [specific contract, agreement, or service] dated [date of the original communication].

We appreciate your notification and respect your decision not to renew at this time. Please let us know if there is anything further we can assist you with as we conclude our partnership.

Thank you for your cooperation and understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]