

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

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally confirm my intent not to renew [specify the contract, policy, lease, etc.] that is set to expire on [expiration date]. After careful consideration, I have decided not to continue with the agreement.

Please consider this letter as my official notice and take note that all terms and conditions will conclude on the expiration date. If required, I am happy to discuss any necessary steps to finalize this process.

Thank you for your services during the agreement period. I appreciate our association and wish you the best in your future endeavors.

Sincerely,

[Your Name]