

Confirmation of Non-Renewal Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally confirm that your status with [Company/Organization Name] is classified as Non-Renewal as of [Effective Date]. This decision is in accordance with our policies and procedures.

If you have any questions or need further clarification, please feel free to contact us at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]