

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of your notice regarding the non-renewal of [specific agreement or contract name] originally dated [contract start date]. We appreciate your notification and understand your decision.

Please let us know if there is anything further that we can assist you with prior to the conclusion of the current term on [end date of contract]. We value the relationship we have built over the duration of our agreement and wish you the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company]