

Non-Renewal Advisory Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an acknowledgment of receipt of your notification regarding the non-renewal of [specify contract or agreement] dated [insert date of agreement]. We appreciate your communication regarding this matter.

We understand that the contract will expire on [insert expiration date] and that there are no intentions to renew it. Please confirm that the information provided is accurate and let us know if there are any further details or final actions we need to address prior to the expiration date.

Thank you for your attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]