

Non-Renewal Notice Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We have received your notice of non-renewal regarding [Specify the Agreement/Contract] dated [Contract Start Date]. This letter is to formally acknowledge the receipt of your notice.

We appreciate your timely notification, and we will ensure that all necessary steps are taken to conclude the agreement as per the terms outlined in the contract.

If you have any questions or require further assistance during this process, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]