

Non-Renewal of Partnership Agreement

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Title]

[Partner's Organization]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally notify you that [Your Organization] will not be renewing the Partnership Agreement originally executed on [Original Agreement Date], which is set to expire on [Expiration Date].

After careful consideration, we have decided to pursue different avenues that align more closely with our current goals and objectives. We appreciate the collaboration and efforts put forth during our partnership and wish you continued success in the future.

Please feel free to reach out should you need any clarifications or if there are matters we should address prior to the expiration date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]