

Non-Renewal of Service Agreement

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

[Date]

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

Dear [Recipient's Name],

We are writing to inform you that [Your Company] has decided not to renew the Service Agreement dated [Start Date of Agreement]. According to the terms outlined in Section [X], notice of non-renewal must be provided [X days/weeks] prior to the expiration date.

The agreement is set to expire on [Expiration Date]. We appreciate the services provided to us over the course of our agreement, and this decision is based on [brief reason, if applicable].

Thank you for your understanding. We wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Your Company]