

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

[Recipient Name] [Recipient Title] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I will not be renewing the contractual obligation between [Your Company/Your Name] and [Recipient's Company/Recipient's Name] that is set to expire on [Contract Expiration Date].

After careful consideration, I have decided not to renew the contract for the following reasons: [briefly state reasons if necessary]. I appreciate the opportunity to have worked together and value the experiences we have shared during the term of the contract.

Please consider this letter as my official notice of non-renewal effective as of [Last Date of Contract]. Should you require any further information or would like to discuss this matter, please feel free to reach out at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name] [Your Title] [Your Company Name]