

Non-Renewal Notification

Date: [Insert Date]

[Partner's Name]

[Partner's Title]

[Partner's Company]

[Partner's Address]

[City, State, Zip]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you that we do not intend to renew the partnership contract between [Your Company Name] and [Partner's Company Name] that is set to expire on [Expiration Date].

This decision was made after careful consideration of our current strategic direction and priorities. We want to emphasize that this non-renewal is not a reflection of the quality of your services, which we have greatly appreciated during our partnership.

We fully intend to honor all existing obligations until the expiration of the contract, and we are committed to ensuring a smooth transition as we complete our remaining obligations.

Thank you for your understanding. We wish you all the best in your future endeavors and hope to possibly collaborate again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]