

Non-Renewal of Service Contract Notification

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to formally notify you that your service contract with [Your Company Name] will not be renewed upon its expiration on [Expiration Date]. After careful consideration, we have decided to explore alternative options for our service needs.

We appreciate the services you have provided during our contract period and wish you continued success in your future endeavors.

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

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