

Vendor Agreement Non-Renewal Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you that [Your Company Name] has decided not to renew the vendor agreement between our two companies, which was set to expire on [expiration date]. This decision has been made after careful evaluation of our current business needs and vendor relationships.

We appreciate the services you have provided during the course of our agreement and thank you for your cooperation and professionalism. Please ensure that all outstanding matters are finalized by the expiration date of the current agreement.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]