

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. We are writing to inform you that, after careful consideration, we have decided not to renew the contract dated [Insert Contract Date] between [Your Company Name] and [Client's Company Name].

This non-renewal is effective as of [Insert End Date], and we encourage you to make any necessary arrangements before this date. We appreciate the opportunity to work with you and thank you for your understanding.

If you have any questions or would like to discuss this further, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]