

Non-Renewal of Contract Notification

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. This letter serves as a formal notification that we will not be renewing the service contract dated [Insert Contract Start Date], which is set to expire on [Insert Expiration Date].

We appreciate the services you have provided during the contract term and would like to thank you for your cooperation and support.

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you again for your services, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]