

# Notice of Non-Renewal of Contract

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to formally notify you that we will not be renewing the contract dated [Insert Contract Date], which is set to expire on [Insert Expiration Date]. After careful consideration, we have decided to pursue other options that align better with our current needs.

We appreciate the services you have provided during the contract term and wish you the best in your future endeavors. Please ensure that all outstanding matters are settled by the expiration date.

If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]