

# Non-Renewal Notice

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that, after careful consideration, [Your Company] has decided not to renew the contract for services provided by [Recipient Company], originally entered on [Contract Start Date], which is set to expire on [Contract End Date].

This decision is not a reflection of the quality of services provided; rather, it is based on our current business needs and strategic direction.

We appreciate the efforts and commitments you have made during our partnership and wish you success in your future endeavors. Please feel free to reach out if you have any questions regarding this notice.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]