

Agreement Renewal Decline Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We appreciate your partnership and the services provided under the agreement dated [Insert Original Agreement Date].

After careful consideration, we would like to inform you that we will not be renewing the agreement for [Insert Agreement Details]. This decision aligns with our current business strategy and needs.

We value the relationship we have built and want to ensure a smooth transition. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]