

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that after careful consideration, I am unable to renew the agreement dated [Original Agreement Date] for [Description of Agreement].

We appreciate the opportunities and experiences that this agreement has provided; however, I believe it is in the best interest of both parties to discontinue our relationship at this time. Therefore, I respectfully decline the renewal of the agreement, which is set to expire on [Expiration Date].

Please acknowledge the receipt of this notice and let me know if there are any further formalities that need to be addressed.

Thank you for your understanding. I wish you and [Company Name] all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]