

Contract Renewal Rejection Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate the services provided under the current contract that is set to expire on [Contract Expiration Date]. After careful consideration, we regret to inform you that we will not be renewing the contract for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We thank you for your understanding and appreciate the collaboration we have had during this period. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]