

[Your Company Name]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Decision Against Agreement Renewal

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you that after careful consideration, we have decided not to renew our agreement set to expire on [Expiration Date].

This decision was made in light of [brief reason for non-renewal, e.g., changes in business strategy, budget constraints, etc.]. We appreciate the collaboration and contributions made during our agreement period.

We encourage you to contact us should you have any questions regarding this decision, or if you require further clarification.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]