

Non-Renewal Notification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Notification of Non-Renewal of [Contract/Lease/Agreement]

Dear [Recipient's Name],

I am writing to inform you that I will not be renewing the [contract/lease/agreement] dated [insert date], which is set to expire on [insert expiration date]. After careful consideration, I have decided to pursue other opportunities.

I appreciate the experiences and opportunities provided to me during the term of this agreement and I wish you continued success.

Please feel free to reach out if you need any further information or assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]