

Refusal of Renewal Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. After careful consideration, I regret to inform you that I will not be renewing the [type of agreement] agreement that is set to expire on [expiration date].

This decision was made after evaluating my current circumstances and future objectives. I appreciate the opportunities and collaboration we have had during the term of this agreement.

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

Sincerely,

[Your Name]