

Subject: Renewal Agreement Rejection

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, after careful consideration, we have decided not to renew the agreement dated [original agreement date].

This decision was made based on [brief reason for rejection, e.g., performance issues, budget constraints, etc.]. We appreciate the partnership we have had during the term of the agreement and thank you for your understanding.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]